



The
Geological
Society

Education Officer

Appointment Brief

May 2022

Thank you for your interest in the role of Education Officer at the Geological Society.

We are looking for an individual to oversee the delivery of key education activities and help shape the future of geoscience education in the community. They will be responsible for launching our online network for geoscience education and outreach (GEON) as well as managing our successful flagship activities.

This is a great opportunity for a competent professional to contribute to the successful delivery of the Geological Society's strategy. You will be guaranteed a challenging and rewarding experience within an internationally renowned and respected organisation. You will work with a team of highly committed and skilled staff and a Council of trustees, who will support you in leading and developing the communications functions needed to underpin our future success. We look forward to hearing from you.

Alicia Newton
Director of Science and Communications
May 2022

About us

The Geological Society of London is the UK's professional body for Earth sciences and aims to improve knowledge and understanding of the Earth, to promote Earth science education and awareness, and to support professional excellence in the work of Earth scientists for the public good. Founded in 1807, it is the oldest national geological society in the world and is both a professional body and a learned society.

Today, the Geological Society is a world-leading communicator of Earth science through its scholarly publishing, library and information services, leading-edge scientific conferences, educational activities and public outreach. It publishes a range of internationally recognised scientific journals and thematic volumes that are available online and in print to its members and to libraries worldwide (www.lyellcollection.org). The Society has built a reputation for providing policy-makers with impartial and authoritative input and advice based on sound science, including potentially contentious issues such as shale gas, radioactive waste, and mineral extraction (www.geolsoc.org.uk/geology-for-society).

The Society has a membership (Fellowship) of c. 11,700, more than 2,000 of which are based outside the UK. Approximately 3,000 are Chartered Geologists or Chartered Scientists - professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics. The Society is licensed by the European Federation of Geologists to award the title of European Geologist and works with partner bodies in the UK to maintain specialist professional registers. It also accredits undergraduate and MSc degree programmes, and in-house professional training schemes provided by employers.

The Society is a registered charity, with an annual turnover of nearly £6 million, a balance sheet of £9 million, and a staff of around 55 located in London and Bath.

Our strategy and values

In 2020 the Society undertook a review of strategic options, building on its 2017-27 strategy. Arising from this work the Society's four strategic aims for the coming years are to:

- Advance multidisciplinary Earth science to inform global issues,
- Support professional development, careers and education in Earth science,
- Be the inclusive and collaborative home for UK Earth scientists and increase our international orientation, and
- Become a dynamic and responsive organisation with a strong digital identity.

Throughout everything we do, we strive to:

- Be collaborative
- Lead and embrace change
- Be equitable, inclusive and diverse
- Pursue excellence in all we do
- Deliver the highest standards of service

Our people

The Society employs c. 55 staff at its offices in London and Bath. It is governed by a 23-strong Council of trustees representing the wider membership. The Council is led and chaired by the President, who is elected for a two-year term. Honorary Secretaries and Vice-Presidents from within the Council are responsible for key areas of activity.

Volunteers play an essential role in running the Society and delivering its activities, working in partnership with the staff, participating in committees and working groups, convening conferences, editing publications and taking part in communication and outreach work.

The Senior Leadership Team consists of the Executive Secretary and three Directors:

- Executive Secretary – responsible for delivery of the strategy and for the leadership and management of staff at Burlington House in London and at the Publishing House in Bath,
- Director of Finance & Operations– responsible for finance, membership, facilities, health and safety, information systems and human resources functions,
- Director of Science & Communications – responsible for science, policy, education, external communication, and conferences/events, and
- Director of Publishing – responsible for the Society’s scientific publishing operations based in Bath, and library and information services based in London.

EDUCATION OFFICER

JOB DESCRIPTION

Reports to: Director of Science and Communications
Direct reports: Education Assistant
Location: Burlington House, Piccadilly, London
Contract: Permanent
Work pattern: Full time, with two days in the office and three days remote working
Salary: £30,000 per annum

Job purpose

To ensure the provision of quality geoscience education resources for students, teachers and wider audiences through a variety of department initiatives. To deliver the relevant parts of the Society's Business Plan, contributing to its longer-term aims.

The Education Officer will oversee all areas of the education team's work including:

- Implementation of the Society's education strategy
- Overseeing the delivery of business plan items assigned to the education team
- Serving as the primary point of contact for all education matters
- Adhering to the departmental budget
- Planning and attendance at internal and external education and outreach events

Key responsibilities and accountabilities:

1. Launch and maintain the Geoscience Education and Outreach Network (GEON), identifying and training key partners and additional moderators in order to drive use and engagement
2. Implement the Society's education strategy
3. Work with the Education Assistant to deliver the Schools Geology Challenge and the Student Volunteer network
4. Devise and deliver ad hoc events for students and teachers as time and resource allows
5. Keep up to date with the needs of teachers, students and the wider general public in relation to geoscience education and careers.
6. Manage and grow the network of Education partners and external organisations
7. Ensure adherence to the Education Department budget
8. Contribute to the management of the Education Committee
9. Serve as the Deputy Designated Safeguarding Officer (training will be provided)
10. Curate and develop resources for students and teachers on key geoscience topics

Other responsibilities and expectations:

- Participate in meetings, events and Science and Policy directorate projects as required
- Manage, organise and analyse data, produce relevant reports when required
- Use initiative to interpret instructions and issues arising, implement actions according to administrative policies and procedures
- Adhere to stated policies and procedures relating to health and safety, IT, and quality management
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility
- Be proactive in identifying areas for potential improvement in systems
- Ensure that positive working relationships are created with other departments at the Society

- Undertake other tasks consistent with the role as reasonably required by the Director of Science and Communications

Person specification

<i>Required</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Degree or equivalent experience in Earth science or a related discipline • Knowledge of UK curricula, school systems, and governance • Demonstrated success working in informal education settings, public engagement and/or science communication, for instance through schools or museums • Ability to work with multiple partners or stakeholders in project or work delivery • Organised and able to prioritise competing demands on time and other resources 	<ul style="list-style-type: none"> • Experience of managing teams of staff and/or volunteers to facilitate projects • Experience of developing and delivering learning resources and activities for students aged 5-18

Some travel within the UK will be required. Some out of hours and weekend working will be required, and will be compensated with time off in lieu (TOIL).

How to apply

To apply for this position, please forward a copy of your CV together with a cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter fully addresses the appointment criteria in the person specification.

First round interviews will take place remotely, and final round interviews will take place at our premises in Burlington House, Piccadilly, London. Please let us know if you will require any special provisions to be made should you be called for an interview.

As part of our inclusive recruitment initiative we have introduced the concept of blind recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV and cover letter.
- State your initials only in the subject line when sending your application.

Ensure that you have included your contact number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

All applicants must have the right to live and work in the UK.

The Society is an equal opportunities employer. The post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

RECRUITMENT TIMETABLE

Closing date for applications: 5 June 2022

Job starts: We hope to fill the role as early as possible

These dates may be subject to change.

If you have any queries on any aspect of the appointment process please contact Farhana Begum, Farhana.Begum@geolsoc.org.uk. If you require further information or would like to discuss the role, please contact Alicia Newton, Alicia.Newton@geolsoc.org.uk.