

Job vacancy

**Royal
Geographical
Society**
with IBG

Advancing geography
and geographical learning

● Expeditions and Fieldwork Manager

... **The Society**

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 31 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park, and operates nine regional branches in the UK and two overseas. There are 54 permanent full-time staff, together with part-time, temporary and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The position

The Royal Geographical Society (with IBG) seeks a highly motivated, well organised, enthusiastic communicator and networker to lead its work encouraging and supporting field scientists and emerging expeditioners. This is an exceptionally rare opportunity for a passionate and experienced expeditioner to play a strategic role in supporting fieldwork and expeditions, and to significantly

grow our community. You will be at the forefront of developing our content and events and making the right audiences aware of the support and advice they can get from the Society. In addition to our core audience of fieldwork and expeditions practitioners, we want to support many more people, from leading experts to the simply curious, to make the world a better place as they travel with purpose, develop geographical knowledge, and share what they learn. The successful candidate will have a clear vision of what success in this area looks like and play an energetic role in helping us progress that ambition.

This role sits within the Society's Expeditions and Fieldwork Department which is focused on expeditions and fieldwork undertaken mostly overseas, in remote or more challenging environments. Expeditions and fieldwork activities delivered by the Society include an expeditions handbook of digital resources, the distribution of around 60 grants a year, and an annual Explore festival, including the long-standing expeditions and fieldwork symposium. We also support the wider community who use the Society as a hub for information, networking, advice, and training.

This role represents just one of our current strategic investments that aim to encourage and promote effective, imaginative, and well-planned expeditions and fieldwork now and long into the future.

Salary and application details

This is a permanent, full-time post subject to successful completion of a probationary period of three months. The salary range for this post is £43,000- £45,000 per annum depending on experience and qualifications. The post is based in Kensington, London.

There are a range of benefits at the Society which include the following:

- 35-hour working week with core working hours between 10.00am and 4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support

The Society aims to be an equal opportunities employer.

To apply please email HR@rqs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by **noon, 30 May**. Interviews are planned to take place week commencing 10 June.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.



Job description for the post of Expeditions and Fieldwork Manager

Post: Expeditions and Fieldwork Manager

Department: Expeditions and Fieldwork

Responsible to: the Director

Persons reporting: None

Location: South Kensington, London

Salary: £43,000- £45,000 per annum

Purpose of post

To seek new opportunities for the Society and build a significantly expanded community in the relation to our work in providing advice, information and training to those planning expeditions and field research projects undertaken both in the UK and overseas. The successful candidate will have the knowledge, ability and confidence to deal effectively with a wide variety of people, both internal and external to the Society.

Duties and responsibilities

- Work to the Director to plan and deliver the development of the Society's activities in support of expeditions and fieldwork aligned to the Society's current strategy.
- To build enthusiastically and proactively a significantly expanded expeditions and fieldwork community that has the Society at its heart.
- Research and draft project funding proposals that support the implementation of the Society's strategic plan relevant to the fieldwork and expeditions area.
- Provide regional workshops and make keynote presentations that inspire and inform.
- To provide support, advice and information to those planning self-organised expeditions and fieldwork, through face-to-face meetings, digital resources and social media.
- Work with colleagues to design and curate the programme and speakers for the Society's annual Explore symposium, festival, and other training events. This includes potential contributors, preparation of marketing materials, and supporting the delivery of the events.
- Support the writing, proof reading and the publication of digital resources to support the expeditions and fieldwork community.
- Update and maintain accurate records for key contacts and stakeholders and help maintain records of past and planned expeditions.
- Provide administrative support to the Expeditions and Fieldwork Committee, collate expeditions and fieldwork activities from across the Society and other reports for the Committee.
- Prepare activity reports, as required, for Society updates and publications.
- With the Communications Team, market and promote the activities and services provided to support those undertaking expeditions and fieldwork.
- Monitor and evaluate impact and cost-effectiveness of provision of the department's activities.
- Maintain an awareness of external developments in the expeditions and fieldwork community whilst actively seeking new opportunities for the Society.
- Liaise closely with all colleagues across the Society involved in supporting fieldwork.
- Implement activities as agreed by the Director – both core and new developments in line with the Society's strategy.
- Demonstrate inclusive practice and contribute proactively to building the Society's networks, communities and recruiting new members.
- Other tasks as may be required from time to time.



Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

Essential

- Enthusiastic and talented expeditioner or field scientist with previous experience of having undertaken one or more self-organised expedition and/or field research project, including experience of planning, budgeting and fundraising for expeditions.
- Likely to have at least 10 years' experience, which may have been gained in one or multiple sectors: expedition experience including logistics; outdoor education; fieldwork, etc.
- Educated to degree level (or above) in geography or a related subject.
- Autonomous with good judgement and demonstrated experience of implementing agreed activities in line with an organisation's strategy.
- Excellent communicator and networker with an appetite to seek new opportunities in this space for the Society.
- Understanding of the importance and key aspects of expedition health and safety management.
- Knowledge and experience of responsible travel and ethics.
- Excellent written communication and presentation skills.
- Excellent IT skills, with a good working knowledge of Microsoft Office 365, including Powerpoint, Teams, etc.
- Strong organisational and administrative skills, including effective time-management.
- Proven ability to work independently as well as collaboratively as part of a team, with a can-do attitude and a dynamic approach to work.
- The ability to deal with people from a wide range of backgrounds across the expeditions and fieldwork community.
- Self-motivated, hard-working, and able to prioritise and cope with the pressures of a busy and fast-paced role.

Desirable

- Educated to Masters level or above in a related subject may be beneficial.
- Experience of using social media in a professional capacity.
- Experience using a CRM/database.
- Evidence of having participated in the generation of digital content that meets specific audience needs.
- Experience of planning and organising events