Job vacancy

Education Assistant: Geography Ambassadors and Schools

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 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 Society’s work in education and schools

In working across schools and universities, the Society holds a unique role in helping to support the teaching of geography in all stages of education and promotes the subject’s contribution to the world of work. We support a wide range of schools across the maintained, academy, free and independent sectors.
The Society’s schools programme includes:

- A successful School Membership programme
- Provision of Geographer Ambassador presentations to promote the value of geography to further study and careers
- Online resources
- CPD through face to face and digital training
- Recognising outstanding practice in the work of teachers and geography pupils
- #choosegeography activities

**Education Assistant: Geography Ambassadors and Schools**

The Society works predominantly with secondary schools and provides a developing range of support for geography teachers working in the primary years. In addition, the Society works with a range of other organisations such as the British Antarctic Survey, British Council, Royal Meteorological Society, Esri UK, Ordnance Survey, ITE providers, subject bodies and associations and Higher Education (HE) Institutions.

Esri UK and the Ordnance Survey support key element of the Society’s work with schools and our Geography Ambassador programme. For further information about the Society’s work with schools please see [Royal Geographical Society - Geography Ambassadors (rgs.org)](https://rgs.org) and @RGS_IBGSchools on Twitter.

**The position**

The Royal Geographical Society (with IBG) is seeking an Education Assistant to support our Geography Ambassadors programme across the following areas:

- The recruitment, training and placement of Geography Ambassadors into schools
- The Going places with geography careers and further study events
- Promotion of the programmes to schools
- Digital delivery and social media engagement of young people with geography
- Supporting activities that recognise the work of geography pupils and their teachers
- Alongside general support to the Society’s education work

The post holder will provide support to each of these areas of activity and will be managed by the Project Coordinator: Geography Ambassadors.

**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 £23,050 to £23,775 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-4.00pm.
- Option to work from home on Thursdays and Fridays.
- 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.
- Generous 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@rgs.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. Part of this role will support uptake within geography from black, Asian, and minority ethnic communities and lower income families, and we welcome applications from individuals who have a commitment to particularly supporting young people from these backgrounds.

Applications must be received by 5.00pm, 26 May 2022. Interviews are planned to take place on 1 June 2022. 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 Education Assistant

Post: Education Assistant
Department: Education & Outdoor Learning
Responsible to: Project Coordinator: Geography Ambassadors
Persons reporting: None
Location: South Kensington, London
Salary: £23,050 to £23,775 per annum

Duties and responsibilities

Geography Ambassadors, Schools: Higher Education Partnerships and Schools programme:

- Maintaining and updating ambassador information on Basecamp and ensure subsequent correspondence following visit activity
- Supporting ambassador training/presenting information to groups of students
- Keeping a detailed track record of ambassador visits and training, including a follow up of ambassador activity after three months on the scheme and recording of signed visit expenses
- Supporting digital engagement and social media activities to share Choose Geography messaging with school aged young people including, but not limited to, creating and sharing content via a dedicated TikTok account for a trial period and contributing to a review of its efficacy
- Collating and dispatching packs and resources for ambassador training and visit requests, HE events and other school related purposes
- Inputting and maintaining OpenEngage (Society’s CRM) records for ambassadors and ensuring the information held is current and accurate
- Creating termly reports to highlight ambassador trends in regional requests and activity
- Helping with the administration (booking rooms, registering delegates, organising catering, collating feedback) and the running of in-society events, e.g. Going Places with Geography and Geography at university events
- Organising the annual distribution of ‘top 10’ letters (graduates and overall) to commend activity
- Assisting with the admin for the annual ambassador celebration day, Children’s Christmas lecture and similar events
- Marketing, both independently and also in collaboration with the communications team, via the Society’s website, Twitter, Instagram and other methods (e.g. hard copy mailings)
- Assisting with the administration and promotion of Young Geographer of The Year and other Society competitions/awards
- Generally promoting the Society’s support for schools, including School Membership, the Ambassador Programme and Schools:HE activities
- Administration of general requests by phone, email and letter
- Compiling, editing and publishing content for the Society’s webpages, including teacher blogs and career profiles
- Any other reasonable activities in the furtherance of the Society’s educational work

Selection criteria for the post of Education Assistant

The following are the requirements for this post. These are the criteria against which candidates will be short listed 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

- Strong organisational skills, with an understanding of an office environment
- Proven IT ability, including the use of Microsoft Office applications
- Proficient with TikTok, Twitter and creating social media content
- Good communication skills on the telephone, in person and in writing
- An aptitude for customer services/dealing with enquiries
- Numerical competence and an ability to manage financial transactions, such as booking fees
- An ability to prioritise tasks, meet deadlines and operate efficiency
- An ability to work independently and as part of a team, taking personal responsibility for own workload
- Educated to degree level, with a strong preference for a degree in geography
- An interest in and ability to use social media to engage and enthuse partners and audiences
- An interest in assisting with schools work and a commitment to the value that studying geography can provide to young people
- Personal commitment to work which will support equality, diversity and inclusion in our work across the Ambassadors programme.

Desirable

- Previous office experience
- Experience of providing support and assisting with events management and marketing
- Knowledge of using databases and web content management systems
- Experience of working within the voluntary sector to support others
- An understanding of geography in schools and university