Project Coordinator: Resources

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 position

We are seeking a Project Coordinator: Resources to produce and promote resources for use in the geography classroom. This is an exciting opportunity to work as a member of the Education team to support the teaching and learning of geography in schools. During 2023 and 2024 the postholder will also work on aspects of the Society’s contribution to the DfE-funded National Education Nature Park programme, led by the Natural History Museum.
The role is ideally suited to someone with a good understanding of work in schools, with excellent writing skills and the ability to develop positive working relationships with colleagues, stakeholders, academics and other partners.

Attendance at the Society’s office in Kensington is a requirement for a minimum of two days per week (Monday and Tuesday) and additionally as required. Working from home on other days is possible, subject to working requirements at any time. Full-time remote working is not available for this role.

**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 £32,590 - £35,385 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.
- 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.

Applications must be received by noon on 11 September 2023. Interviews are planned to take place on 26 September or 2 October 2023. Online interviews will not be offered.

We intend to notify shortlisted candidates within a week of the application deadline. All shortlisted candidates will be required to undertake an online task with the recruiting manager to decide whether they will progress to the interview stage. This is due to take place on 20 September - full details will be provided.

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 Project Coordinator: Resources

**Post:** Project Coordinator: Resources  
**Department:** Education  
**Responsible to:** Manager: Resources, Projects and Partnerships  
**Persons reporting:** None

**Location:** South Kensington, London  
**Salary:** £32,590 - £35,385 per annum

**Purpose of post**

The postholder is responsible for producing and promoting resources, mainly for KS3 to KS5. Work on the production of primary resources may be required on occasions. Resources will be either open-access or subscription-based (for School Members). The Society’s award-winning online resources are a central element of our support for geography teachers and their pupils. Some resources are developed in conjunction with expert geographers from higher education and a range of partners.

**Duties and responsibilities**

*Creating educational resources to support geography in schools*  
(Approximately 80% of the role).

Commissioning and producing new materials, including working on School Member resources and partner-funded resources. The postholder will use the materials created to deliver CPD sessions for teachers or trainees on occasions. Examples include but are not limited to the following:

- producing articles, worksheets, animations, videos, schemes of work, infographics, the ‘free to listen’ [Ask the geographer](https://example.com) podcast series (the Manager: Resources, Projects and Partnerships produces the recording sessions with the postholder) and accompanying resources for school members, case studies, posters, curated report collections, news ‘round-ups’, digital interactives, literacy reviews and research papers.

*Delivering successful core and project work by:*  

- observing project deadlines and budgets, or agreeing timely changes to them when needed.  
- making sure that deliverables are being achieved, as required, and providing updates in meetings with the Manager: Resources, Projects and Partnerships.  
- storing and keeping track of invoices that come in or go out.  
- making sure the Society achieves the best value and quality of work from external suppliers.  
- leading review processes.  
- signing off some activities.

The postholder will need to ensure that the materials are accurate and maintain the Society’s reputation for producing relevant materials to a high standard. Part of the quality control process will involve working with the Manager: Resources, Projects and Partnerships, and others at times, to ensure that the materials are presented ready to be uploaded to the Society’s website, according to the latest guidelines and Visual Identity requirements.

*Building knowledge partnerships*

Developing partnerships with teachers, external stakeholders and higher education (HE) geographers to support the development of resources. This includes but is not limited to:
• working with teachers (School Members and non-members) to understand resource needs, perhaps by establishing and leading a discussion group, gathering feedback and/or hosting steering group meetings (strategies will be agreed with the postholder and regularly reviewed).
• keeping up-to-date with developments in the geography classroom, curricula and examination specifications and undertaking periodic reviews of the Society’s resources.
• identifying researchers and other experts to work with on different projects, including School Member lectures and resource packages.
• working to help build professional partnerships between schools and HE, in collaboration with other colleagues, and at times being the primary contact for some work.
• looking for and making the best of appropriate networking opportunities to widen the Society’s range of work and reach.

Promotional activities

Promoting the materials and the Society’s wider support to schools, teachers and young people by developing and scheduling e-bulletins and social media posts on @RGS_IBGschools on Twitter and other relevant channels, led by the Manager: Resources, Projects and Partnerships and in collaboration, as required, with the Society’s Communications team. It is important to highlight the Society’s free resources, typically developed through partnership funding arrangements, and also promote School Membership resources.

Wider activities

Any other reasonable activities in the furtherance of this role and the Society’s work and reputation, including:
• providing regular reports on the online use of content across the Society’s educational services or any other relevant aspects of work.
• assisting with routine departmental tasks.
• leading relevant internal update sessions and contributing to Society reports.
• contributing to or, if required, leading progress reporting.
• contributing, as appropriate, to the Society’s CPD programme, leading events and attending meetings, as necessary.
• if required, attending the Society’s Monday Night lectures, School Member lectures, and other internal and external events or conferences, as requested by the Manager: Resources, Projects and Partnerships. Attendance at an external conference for several days is likely to be required annually.

The exact weighting given to each responsibility will vary throughout the year and be determined in meetings with the Society’s Manager: Resources, Projects and Partnerships.

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
• A demonstrable understanding of geography in the classroom, appreciating the needs of teachers and pupils, along with a desire to help raise the quality of teaching and learning of geography in schools.
• Knowing what a good and well-appreciated resource looks like.
• A commitment to updating teachers’ and pupils’ geographical subject knowledge through well-researched and engaging content.
• The ability to develop positive working relationships with external organisations and consultants including HE researchers, writers, animators, audio-visual editors, interviewees and others.
• Demonstrable ability to successfully work on a number of concurrent projects, managing time effectively to create achievable schedules, so deadlines are met and budgets are adhered to.
• A commitment to ensuring that the content is accessible to a wide range of audiences, including members and non-members.
• An adaptable colleague who will contribute to the team, communicate effectively with the Manager: Resources, Projects and Partnerships and other colleagues, as well as working independently, as required.
• Excellent Information Technology skills including use of Microsoft 365 and an ability to use (or learn how to use) design tools (Canva, for example).

Desirable
• Experience and understanding of the use of different social media channels to engage audiences, particularly with a view to promoting new resources and the Society’s wider education work.
• Knowledge and/or experience of using applications to record podcasts in person or remotely.
• Experience of writing and producing educational resources.

Assistance and in-house training will be offered to the successful candidate, as needed. This appointment is subject to successful references and a DBS check.