Job vacancy

Administrative Assistant: Professional and Policy

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

We are seeking an Administrative Assistant to provide efficient and effective administrative support for the Professional and Policy team.
This is an exciting opportunity to develop a greater understanding of the application of geography within the workplace and provides an excellent opportunity to work with organisations and professional geographers from a wide range of sectors and roles. The postholder will produce material and support initiatives which amplify the impact of geographers and support professionals across the professional community.

The role is ideally suited to someone with very strong organisational and communication skills and would be appropriate for someone in their second full-time 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 £24,430- £25,200 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 possible.
- 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. We strongly encourage applicants from those traditionally underrepresented in the geographical discipline.

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 **5 September 2023 at noon**. Interviews are planned to take place in the week of 18 September 2023 in person.

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

Job description

**Department:** Research and Higher Education (RHED)
**Responsible to:** Professional and Policy Manager
**Persons reporting:** None

**Location:** South Kensington, London
**Salary:** £24,430 - £25,200 per annum

**Purpose of post**

The postholder will produce material and support initiatives which amplify the impact of geographers and support professionals across the professional community.

**Duties and responsibilities**

The post holder will work closely with other members of the Professional and Research and Higher Education teams to ensure the smooth running and successful delivery of events, to maintain and develop digital content, and to disseminate this content widely.

Training will be provided where necessary. Effective team working is essential.

**Description of responsibilities:**

- Support the writing and publication online of professional profiles and case studies on the value of geography to policy and professional practice.
- Support the delivery of the Society’s events for professional geography audiences, managing registrations, assisting in the preparation of marketing materials, and supporting the delivery of the event, either in person or online.
- Collate material for e-newsletters for the Society’s professional audiences and assemble content for social media platforms, including Twitter, Instagram and LinkedIn.
- Maintain the content of the Professional section of the Society’s website.
- Update and maintain accurate records for key contacts and stakeholders in the Society’s contact management database, including support for the Chartered Geographer scheme, and undertake timely and accurate retrieval and analysis of data.
- Maintain the directory of the Society’s consultation responses, including on the website.
- Maintain the Society’s work experience database, including collating new content, promoting and reviewing existing content.
- General administrative support for the Professional and Policy Manager and the Head of Research and Higher Education as needed.

**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.

- A degree or equivalent, with a demonstrable interest in contemporary geography and its professional and policy applications.
- Experience of writing high quality materials for different audiences and of proofreading.
• Experience of using social media in a professional capacity.
• Strong organisational and administrative skills, with previous office experience.
• Strong IT skills, with proven experience in the range of Microsoft Office applications, including Excel, and an interest in new digital developments to support events, communication, and networking.
• Well-developed interpersonal skills and good communication skills on Teams, in person and in writing.
• Systematic and efficient approach to tasks, with a demonstrable ability to follow through and complete tasks successfully use of initiative and ability to meet deadlines.
• Experience of multi-tasking working efficiently under pressure.
• Excellent attention to detail.
• An ability to work independently and as part of a team.
• Experience of organising events (desirable).