Professional Officer: Higher Education Teaching and Learning

The position

We seek a Professional Officer to administer the Society’s undergraduate and Masters geography accreditation programmes; to maintain benchmark data on geography students and staff in higher education; and to deliver and support events and a hub of resources for those teaching geography in higher education. This post holder will take responsibility for the ongoing delivery and development of these initiatives and for keeping the geographical community informed on the rapidly changing landscape of higher education quality control and assurance.

The Society

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It has charitable status.

Established in 1830 to promote ‘the advancement of geographical science’, today we are a dynamic centre for geographical learning - supporting research, education, expeditions and fieldwork, as well as promoting and facilitating knowledge exchange, and public engagement and informed enjoyment of our world. Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website.

The Society is based in a listed building in its own grounds in South Kensington opposite Hyde Park and operates nine regional branches in the UK and two overseas. There are around 57 permanent members of staff, together with temporary and volunteer staff.

Salary and application details

This is a part-time (0.5 FTE) permanent appointment, subject to successful completion of a three-month probationary period. The hours worked will be between Monday to Friday 09.30am - 5:30pm. The post will be salaried between £14,491- £15,843 per annum (£28,983- £31,687 FTE) depending on experience and qualifications. The Society aims to be an equal opportunities employer.
There are a range of benefits at the Society which include the following:

- 17.5 hour working week with flexi time between 10.00am and 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 4x basic annual salary
- Corporate eye care vouchers
- Cycle to work scheme
- Free 24-hour Employee Assistance helpline with available counselling support

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.

Applications must be received by 11:59pm, 12 April 2022. Interviews are planned to take place in the week of 18 April 2022. We regret that we are unable to respond to all applications and can only notify shortlisted candidates. Feedback on unsuccessful applications can be provided, upon request.

Job description

Post: Professional Officer: Higher Education Teaching and Learning
Department: Research and Higher Education
Responsible to: Head of Research and Higher Education
Persons reporting: None
Location: London, South Kensington
Salary: £14,491- £15,843 per annum (£28,983- £31,687 FTE)

Purpose of post

A Professional Officer to administer the Society’s undergraduate and Masters geography accreditation programmes; to maintain benchmark data on geography students and staff in higher education; and to deliver and support events and a hub of resources for those teaching geography in higher education. This post will take responsibility for the ongoing delivery and development of these initiatives and for keeping the geographical community informed on the rapidly changing landscape of higher education quality control and assurance.

The post-holder will be responsible for

- Administering the Society’s accreditation of undergraduate and Masters programmes. This involves promoting the scheme, responding to enquiries and liaising with departments, maintaining Society records related to programme accreditation, invoicing, reviewing applications, supporting the committee of reviewers, and preparing papers for the Society’s Council.
- Organising teaching and learning workshops (online and in person) for geographers in higher education, specifically those new to teaching (postgraduates and lecturers), those with specific teaching and learning responsibilities, and on other ‘geography-relevant’ topics.
• Developing the ‘hub’ of online teaching and learning resources, collating and summarising workshop reports, resources and examples of good practice on the Society’s website, working closely with the geographical community in higher education, and disseminating information through social media,

• Maintaining, analysing and sharing key benchmark data on geography undergraduate programmes (applications and admissions, student satisfaction, graduate employment outcomes, etc).

• Communicating through short summaries updates for the geographical community on emerging initiatives in the rapidly changing landscape of higher education quality assurance.

• Coordinating undergraduate/postgraduate student visits.

• In addition to the above, any other duties that may reasonably be required by the Head of the Research and Higher Education Division.

Selection criteria

The following are the requirements for the post. These are the criteria against which candidates will be short-listed and judged. Candidates are encouraged to outline how they meet the requirements in their application.

• A first degree (or equivalent) in geography

• A keen interest in contemporary academic geography and in higher education more generally (particularly the rapidly changing UK landscape of teaching and learning and quality assurance in higher education).

• At least two years of full-time experience (or equivalent) of teaching geography in higher education in the UK (this is desirable but not required).

• Strong administrative skills, with previous office experience.

• Good communication skills and the ability to present on behalf of the Society.

• Ability to write short informative summaries of events, resources, initiatives.

• Numeric/data skills and ability analyse and summarise data and identify trends.

• Proven experience with the range of Microsoft Office applications, with an interest in new online developments to support communication and networking.

• Ability to follow through, and complete tasks successfully, and to multi-task and work efficiently to deadlines.

• A proactive approach to work focused on programme delivery.

• Attention to detail.

• An ability to work independently and as part of a team.