

Job vacancy

● Expeditions & Fieldwork Officer

... **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 62 permanent staff, together with 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 Expeditions & Fieldwork Officer will join a specialised team at a time of transition and growth, helping to expand the Society's capacity to support expedition and fieldwork practitioners and reinforce its position as an international leader in geographical exploration.

Drawing upon first-hand experience of expeditions or field research, the post holder will support the delivery of the Society's advice, information, training and outreach activities. They will act as a key point of contact for the exploration community, assisting with enquiries, maintaining specialist information resources and contributing to the development of practical guidance and publications.

The role combines operational and administrative responsibilities with support for a wide range of public engagement activities. This includes producing the Society's monthly exploration community bulletin, helping to organise training for grant recipients, maintaining exploration directories and databases, creating digital resources, and supporting the delivery of events including the annual RGS Explore Weekend.

The successful candidate will bring experience of expeditions or fieldwork together with strong communication, organisational and digital skills. Working as part of a small, collaborative team, they will help ensure the Society's support for modern geographical exploration remains rigorous, accessible and impactful as the community continues to grow.

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 £30,295 to £32,930 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:

- Full time working week of 35-hours with core working hours between 10.00am-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.
- Free annual eye test.
- Free annual flu vaccination.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support

The Society aims to be an equal opportunities employer. Applicants must have the right to work in the UK. The Society is unable to offer work visa sponsorships.

... 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 **9.30am on Monday 14 September**. Interviews are planned to take place on Wednesday 30 September.

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 & Fieldwork Officer

Department: Director's Office

Responsible to: Expeditions & Fieldwork Manager

Location: South Kensington, London

Purpose of post

Joining a specialised team at a time of transition and growth, the Expeditions & Fieldwork Officer will expand RGS Explore's capacity to deploy first-hand experience and institutional knowledge to provide practical support for expedition and fieldwork practitioners, helping reinforce the Society's role as an international leader and convenor representing diverse forms of geographical exploration.

This role combines administrative and operational responsibilities with delivery of specific elements of our advice, information, training and outreach work. It is central to evolving the Society's technical resources, community events, and public engagement activities, ensuring our support for this community remains rigorous, impactful and innovative as it grows.

The role is based at our headquarters in South Kensington, London, with a minimum expectation of three days of on-site working per week and hybrid/flexible working options for the remainder. Additional time on site will occasionally be demanded for specific business reasons, including evening and weekend events for which overtime or time-off-in-lieu will be available.

Duties and responsibilities

Administrative and operational support (50%)

- Assist ongoing operations, including enquiry triage and response; shared mailbox and file management, coordination of calls and meetings; maintenance of contact and event data; and in their refinement and modernisation.
- Support colleagues with process documentation and task management to ensure resources are efficiently deployed.
- As a part of the collective expertise of the Society's staff, support the provision of advice and support to Society grant recipients and other teams and individuals in the field.
- Deputise for the Expeditions & Fieldwork Manager when necessary to ensure continuity of operations at times of increased workload and/or absence.

Publications and events (40%)

- Research, collate content for, and produce the Society's monthly exploration community bulletin email newsletter.
- Support colleagues in organising training for Society grant recipients and other supported individuals and teams across a range of expeditionary topics.
- Support and deliver elements of the Society's in-person, hybrid and digital public engagement programme in this area, including the annual RGS Explore Weekend.
- Assist with the production of a range of digital resources and publications in support of diverse forms of modern geographical exploration.
- Maintain and develop the suite of information directories in support of exploration, including the RGS Expeditions Database and the directories of grant-giving organisations, expedition opportunities, and worldwide field centres.

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Governance and reporting (10%)

- Arrange and take minutes during meetings and assign and track follow-up actions.
- Collate data against defined success indicators for a range of activities.
- Contribute data and updates for the bi-annual reporting to the Expeditions & Fieldwork Committee and quarterly workplan reporting to management and trustees.

Selection criteria

Essential

- Demonstrable experience participating in exploratory field projects, preferably through overseas, collaborative, impact-driven ventures in remote and challenging contexts.
- Educated to degree level or above in geography, earth or environmental sciences, or related disciplines, coupled with experience of expeditions or fieldwork in this context.
- Excellent communication, presentation, and interpersonal skills, with the ability to convey advice and information to both colleagues and public audiences.
- Experience in the production of digital resources and publications in a variety of media.
- Ability to work collaboratively, effectively and flexibly as part of a small team.
- Strong organisational skills, with the ability to meet deadlines and manage multiple workstreams.
- Competent in the use of web content management systems (CMS), customer relationship management (CRM) software, cloud-based collaboration platforms, and office productivity suites.

Desirable

- Good understanding of ethical and responsible expeditions and fieldwork, including a working knowledge of relevant good practice frameworks.
- Experience of purposeful forms of travel beyond formal/academic contexts.
- Experience of attending the RGS Explore Weekend in any capacity.
- Experience in advisory or helpdesk environments.
- Experience in managing specialist volunteer networks such as professional working groups.