

Job vacancy

**Royal
Geographical
Society**

with IBG

Advancing geography
and geographical learning

● Expeditions 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 Officer will join our growing team in providing technical and operational support to the Society's community of expedition and fieldwork practitioners.

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Drawing upon significant first-hand experience in exploratory research, the post-holder will be responsible for developing and delivering advice and resources on a range of technical subject matter, as well as acting as a point of contact for internal and external enquiries.

The role will involve the development of needs-based training for grant recipients, the production of multimedia digital resources, and support for the delivery of key in-person events, including the annual [RGS Explore Weekend](#).

The successful candidate will apply both academic knowledge and a practical understanding of safe, ethical and impactful field research, significantly expanding the Society's capacity to support diverse forms of geographical exploration.

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 £35,897-£39,180 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 Friday 10 April**. Interviews are planned to take place on 20 April.

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

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Job description for the post of Expeditions Officer

Post: Expeditions Officer

Department: RGS Explore- Director's Office

Responsible to: Expeditions and Fieldwork Manager

Location: South Kensington, London

Salary: £35,897–£39,180 per annum, depending on experience

Purpose of post

Joining a specialised team at a time of growth, the Expeditions Officer will deploy first-hand exploratory field research experience in providing practical support for practitioners, helping reinforce the Society's role as an international leader and convening power representing diverse forms of geographical exploration.

This operational role is central to evolving the Society's technical resources, strategic programmes, and flagship events, ensuring our support for both our grant recipients and the wider community of practitioners remains rigorous and impactful.

Duties and responsibilities

Expedition advisory support

- Participate in the provision of advice and support to Society grant recipients and other expedition teams and individuals across their project lifecycles.
- Act as a specialised escalation point for external enquiries, as necessary coordinating responses that draw upon colleagues, volunteers and wider networks.
- Contribute to the consolidation and expansion of our constituencies across a range of expeditionary and field practice subject matter.

Training, events and content

- Work with colleagues and external trainers to develop and organise needs-based training opportunities, primarily for Society grant recipients and other supported individuals and teams, across a range of subjects.
- Support the development of multimedia resources to support Society members and the wider community of field practitioners in undertaking safe, ethical, impactful expeditions.
- Organise elements of the Society's in-person, hybrid and digital public engagement programme in this area of work, including the annual RGS Explore Weekend.
- Assist with the production of a range of public engagement content in support of the Society's activities on the theme of modern geographical exploration.
- Assist with ongoing efforts to leverage archival assets, including departmental history and that of the RGS Explore Weekend, as well as the legacies of the Society's multidisciplinary field research programmes.

Governance and reporting

- Contribute data and updates for the bi-annual reporting to the Expeditions & Fieldwork Committee and quarterly workplan reporting to management and trustees.

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

- Demonstrable experience leading successful exploratory field projects, preferably through overseas, collaborative, impact-driven ventures in remote and challenging contexts.
- Educated to Masters degree level or above in geography, earth or environmental sciences, or a related field, coupled with practical experience of field research in this context.
- Strong understanding of ethical and responsible practices in a field research context, including a working knowledge of relevant legal and good practice frameworks.
- Excellent communication, presentation, and interpersonal skills, with the ability to convey advice and information to diverse audiences.
- Experience in the production of technical resources in a variety of media.
- Experience in the delivery of large-scale hybrid events.
- Ability to work collaboratively, effectively and flexibly as part of a small team.
- Strong organisational skills with the ability to manage multiple workstreams.
- Competent in the use of web content management systems (CMS), cloud-based collaboration platforms, and office productivity software.

Desirable

- Experience of attending the RGS Explore Weekend in any capacity.
- Experience in advisory or helpdesk environments.
- Proven expertise in science, research or policy communications with demonstrable impact.
- Authorship roles in the peer-reviewed publication of field research findings.
- Experience in producing educational materials for complex, technical subject matter.
- Experience in managing specialist volunteer networks such as professional working groups
- Comfortable in public speaking or facilitation scenarios.