

Job vacancy

● Administrative Assistant: Director's Office

... 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 57 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 Royal Geographical Society (with The Institute of British Geographers) is seeking an Administrative Assistant within the Director's Office. This is an exciting opportunity to work across core areas of the Society and support key projects. The successful candidate must have an interest in geography and enthusiasm for the Society's work.

The ideal candidate will have worked in an administrative capacity and will be highly organised with strong time management skills. Interpersonal skills are equally important as they will be working with different teams and must be able to communicate effectively at all levels.

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 £26,675-£27,525 per annum 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-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.
- 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. 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 **9.00am, Monday 7 July**. Interviews are planned to take place in the week commencing 14 July.

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 Administrative Assistant: Director's Office

Post: Administrative Assistant: Director's Office

Department: Director's Office

Responsible to: EA

Persons reporting: None

Location: South Kensington, London

Salary: £26,675-£27,525 per annum

Purpose of post

To contribute to and support both core work across the Society, aiding our resilience, and support a series of projects that benefit from external funding.

Duties and responsibilities

- Assisting in administration of events that bring senior media and cultural (museums; theatres) decision makers together with sustainability specialists through the course of the year.
- Working with the Programmes team to deliver a high-profile new photography festival each July.
- Backing the Explore team's delivery of events and materials including the annual November expeditions and fieldwork festival and the development of the linked Handbook and wider events programme across the year.
- Supporting the Education team in running competitions and linked events.
- Participating in membership renewal processing during the busiest period in January/February.
- Contributing to the delivery of the Medals and Awards Ceremony and AGM and Reception.
- Aiding the Collections team in its progressive re-organisation of stores around the building.
- Assisting the Director's Office team in getting the most out of our CRM in terms of network/contacts management.
- Covering sickness for Front of House staff.
- Administrative support throughout the Society's Annual Conference.
- General willingness to be a team player and provide support as and when needed to any department.

In addition to general administration the role will bring or develop strong capabilities in getting the most out of our database (CRM) in relation to membership and wider contact development and tracking.

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged.



Essential

- An interest in geography and enthusiasm for the work of the Society.
- Experience of working in a similar or related role.
- Excellent interpersonal skills with the ability to work with people across the organisation, and to develop and maintain positive, productive relationships with external stakeholders.
- Having an eye for detail.
- Strong organisational and time management skills.
- Ability to remain self-motivated whilst completing repetitive tasks.
- Able to handle confidential information with a high level of integrity and trustworthiness.
- A high standard of IT literacy, particularly Microsoft Office tools, email and experience using databases.
- Good verbal and written communication skills.
- A positive can-do attitude.