

# Job vacancy

**Royal  
Geographical  
Society**  
with IBG

Advancing geography  
and geographical learning

## Programmes Assistant 6 month fixed term contract

### 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](http://www.rgs.org)



## Salary and application details

This is a temporary, full-time position for six months, subject to successful completion of a probationary period of three months. The salary range for this post is £27,675 - £28,550 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](mailto: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 **5.30pm on Friday 24 July 2026**. Interviews are planned to take place on **Monday 3 August**.

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

## **The position**

**Post:** Programmes Assistant (6 month fixed term contract)

**Department:** Communications and Engagement

**Responsible to:** Programmes Manager

**Persons reporting:** none

**Location:** South Kensington, London

## **Purpose of post**

To provide efficient and effective administrative support to the Programmes team.

## **Duties and responsibilities**

The role is largely a process-driven, administrative one. The post holder will work closely with other members of the Programmes team to ensure the smooth running and successful delivery of Society events; and with members of the Communications team to ensure digital content is accurate and up to date. Training will be provided where necessary and team working is essential.

### **Processing ticket sales**

- Taking and processing back-office bookings and payments for events from email, telephone and postal enquiries.
- Keeping thorough records, including via the Society's CRM database.

### **Answering enquiries**

- Dealing with email, telephone and social media enquiries about the Society's events programme and other general queries.
- Monitoring the team mailboxes to ensure that all emails are dealt with appropriately and in a timely manner.

### **Handling payments**

- Dealing with a variety of payments, including cash, cheque, card and bank transfer.
- Raising invoices and recording PDQ transactions.
- Accurately recording all payments as appropriate and reporting to Finance on a regular basis.

### **Assisting with physical, online and hybrid events**

- Entering event information into the Society's CRM database.
- Creating event webpages on the Society's website, via the CMS.
- Scheduling/posting content to the Society's social media channels and helping to maintain the forward plan for content.
- Assisting with set up and delivery of Monday night lectures, including working paid overtime to 7.45pm (if doing first aid, writing lecture minutes and facilitating Q&A with speaker) or 8.15pm (if doing supper) as agreed in advance.
- Supporting other evening events throughout the year, including with front of house duties such as registration, providing first aid (training provided) and admitting attendees. (Paid overtime or time off in lieu is available for working outside normal office hours.)
- Producing marketing materials, including graphics for social media, and flyers and posters for print, using Canva templates.
- Producing event materials, including name badges, attendee lists and signs.

- Ensuring all events have a good supply of relevant literature.
- Liaising with caterers as required.
- Working with the rest of the team to generate ideas for speakers and events.

### **Supporting the Geographical Club**

- Providing admin support for Club dinners including taking bookings, liaising with the Hon Secretary and Treasurer, collating payments, dealing with correspondence, creating menus and attendee booklets, and confirming numbers with Lodge Catering and restaurants.
- Booking meeting room for the Club AGM, and attending when possible to produce minutes.
- Processing Club merchandise sales.
- Liaising with the Grants Officer on Geographical Club Award report.

### **Other administrative duties will include:**

- Proofreading materials and literature.
- Collating the events section of the Society's termly Bulletin.
- Administrative support for marketing activity, including for regional and London events.
- Data entry.
- Filing.

Any other duties required by the Programmes Manager or the Director.

### **Selection criteria**

The following are the requirements for this post.

#### **Essential**

- Good interpersonal skills, including face-to-face, over the telephone and in writing.
- Ability to problem solve and work flexibly with enthusiasm to overcome issues.
- Systematic approach to tasks, with the ability to multitask effectively, use initiative and work efficiently under pressure.
- Excellent attention to detail, and organisational and time management skills
- Demonstrable ability to complete repetitive, process-driven tasks with accuracy.
- Experience of customer service in a busy environment.
- Confidence with computers, including Microsoft Word, Outlook and Excel, as well as video conferencing platforms such as Microsoft Teams and Zoom.
- Good team worker and a sense of team spirit.

#### **Desirable**

- Knowledge and experience of contemporary geography, or a closely related discipline, and a good understanding of the breadth of the discipline across the human and natural sciences.
- Geography qualification.
- First aid qualification or willingness to undertake first aid training.
- Experience of using CRM databases, e.g. Oomi.
- Experience of proofreading.
- Experience of working with content management systems, e.g. Umbraco.
- Experience of using social media in a professional capacity, including scheduling tools e.g. Hootsuite.
- Experience of using graphic design software, such as Canva or Adobe Creative Cloud.
- Previous involvement with public engagement activities and events.