





Chartership Administration Support

Who are we?

Founded in 1807, we are the oldest geological society in the world. Today, we are a world-leading communicator of Earth science – through publishing, library and information services, cutting-edge scientific conferences, education activities and outreach to the general public. We also provide impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

We have a membership (Fellowship) of c. 11,600, more than 2,000 of whom are based outside the UK. Approximately 3,000 are Chartered Geologists or Chartered Scientists - professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics.

Our strategy ...

-  Advance multidisciplinary Earth science to inform global issues
-  Be the inclusive and collaborative home for UK Earth scientists and increase our international orientation
-  Support professional development, careers and education in Earth science
-  Become a dynamic and responsive organisation with a strong digital identity

The essentials ...

- £15 per hour
- Work hours: 9.30 am - 1.30pm (5 days per week) or 1.30-5.30 pm (5 days per week)
- Fully remote or hybrid working from our historical London office

What you'll be doing ...

To provide effective administrative support to the Membership team and manage enquiries and applications for Chartership.

Overall responsibilities / requirements ...

Candidates for this role will be required to demonstrate a range of skills, competencies and abilities for the role.

- Ensure telephone & email enquiries are managed and responded to within agreed timeframe.
- Check chartership applications for completeness and update tracking database.
- Organise application packs for reviewers.
- Organise and book interview dates via Zoom or Teams.
- Contact assessors and candidates for updates and feedback forms.
- Update tracking database with application results.
- Add successful applicants to their respective Chartership registers on CRM database.
- Preparing files for archiving.
- Provide general support to the wider team as and when required.
- Additional responsibilities:
- Adhere to stated policies and procedures relating to health and safety, and quality management.
- Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
- To be proactive in identifying areas for potential improvement in systems.
- Communicate and provide information by relevant methods internally and externally to assist and enable organisational operations and effective service to connecting groups.
- To ensure that positive working relationships are created with other departments at GSL.
- Undertake other tasks consistent with the role as reasonably required by the Head of Fellowship Services.
- To provide cover for other roles within the department as required.

What we're looking for ...

ESSENTIAL

- Good organisational and administration skills essential.
- Experience of managing meetings using Zoom or Teams.
- Good customer services skills.
- Good interpersonal and communications skills.
- Proficient in the use of Microsoft office suite.
- Ability to work independently as well as within a team.
- Attention to detail.
- Flexible working approach.
- Ability to work under pressure and meet deadlines.

DESIRABLE

- Experience of Microsoft Dynamics.
- Knowledge of professional accreditations processes.



A bit about us ...

The Geological Society is a registered charity and employs just over 50 staff at its offices in London and Bath. Our London office is situated in the beautiful London hotspot of Piccadilly in Burlington House, just next door to The Royal Academy.

As an employee conscious company, we invest in our staff by emphasising training, growth and progression in every role. We firmly believe in a positive work/life balance and offer a flexible approach to working from home as well as 25 days holiday (plus bank holidays) when you start with the option to add 2 extra days per year.

The Society is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a harmonious inclusive environment in which the rights and dignity of all its members visitors and staff are respected. We are an equal opportunities employer and the post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

How to apply ...

As an equal opportunity employer, we kindly ask for applicants to anonymise CVs and cover letters before submitting by replacing your full name with initials.

To apply for this position, please forward a copy of your CV together with a short cover letter (500 words maximum) to recruitment@geolsoc.org.uk. Please ensure that your cover letter highlights your experience.

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for interview.

