







Events Assistant

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 ...

- Permanent, full-time
- £25 – 27k (depending on experience)
- Hybrid working (3-4 days in office with 1-2 days per week working from home)

What you'll be doing ...

The main purpose of this role is to provide effective administrative and onsite support to the events team across events, conferences, training courses and venue hire. You will be highly organised with a keen eye for detail and have enthusiasm for events and working for a membership organisation.



Overall responsibilities / requirements ...

- To support the events team with managing sales and general events enquiries in a timely and efficient manner.
- To update and maintain our venue hire booking enquiries calendar.
- Supporting the team on delivering show rounds to prospective clients when needed.
- Work collaboratively with the Venue Hire Lead, Head of Events and Buildings Manager to communicate key information taking place across Burlington House.
- To produce a weekly booking sheet for all staff to communicate bookings across the building.
- To support events with raising invoices and resolving queries in a timely manner.
- To support events with conference administration including delegate liaison, abstract management and event requirements.
- To support events with training course administration including delegate liaison, course materials management and training requirements.

Event Operations:

- To support the events team with ad-hoc events out of hours where needed across the year.
- Ensure the events spaces are well maintained in collaboration with the Buildings Manager.

Teamwork:

- To be proactive in identifying areas for potential improvement in the events administration process.
- To take part in developing more efficient ways of working within the team attending team meetings and updating on administrative areas.
- To ensure that positive working relationships are continued across departments at GSL
- To participate in wider meetings including External Relations and Health & Safety.

Other responsibilities and expectations ...

- The post holder is expected to work flexibly to respond to changing needs at The Geological Society.
- The post holder is expected to undertake any other responsibilities or tasks consistent with the role and/or reasonably required by the Head of Events.

What we're looking for ...

- Excellent organisational skills.
- Experience 1-2 years working in events, membership and/or venue/ hospitality administrative background.



- Confident individual with a can-do attitude, uses initiative to make things happen.
- Team player, working effectively both independently and in a team.
- Competent with Microsoft Office and basic excel programmes.
- Collaborative spirit, willing to work across multiple teams to achieve best possible outcomes.
- Strong level of spelling and grammar.

The ideal candidate will have:

ESSENTIAL

- Personable, customer service and networking skills
- Awareness of administering events for similar organisation / or venue based.

DESIRABLE

- Degree qualification
- Working within a heritage venue similar to Burlington House
- Awareness of the events industry

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.

