Job vacancy

Research Manager – Nine-month maternity cover

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 10 regional branches in the UK and two overseas. There are 54 permanent full-time staff, together with part-time, 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

We are seeking an individual to join the Society for a nine-month maternity cover contract who has advanced geography qualifications and experience of working in an academic or higher education setting. You will work within the Society’s the Research and Higher Education department and will
manage and provide oversight of all aspects of the Society’s Annual International Conference and Research Groups.

The role requires someone with track record of leading and delivering conferences and events, projects, and initiatives in the academic sector. Coordination and interpersonal skills are a must as is the ability to produce a high standard of written and verbal communication.

Salary and application details

This is a nine-month fixed term contract, full time post. The salary range for this post is £35,535-£36,490 per annum (pro rata) 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 and 4.00pm.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum pro rata, 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.

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 noon, Thursday 7 December. Interviews are planned to take place the week commencing 11 December.

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 Research Manager

Post: Research Manager
Department: Research and Higher Education
Responsible to: Head of Research and Higher Education

Location: South Kensington, London
Salary: £35,535-£36,490 per annum (pro rata)

Purpose of post

Manage and provide oversight of all aspects of the Society's Annual International Conference, of the Society's Research Groups, and communications (newsletters, social media etc) for the Research and Higher Education community.

Duties and responsibilities

• Liaison with the Chair of the Annual International Conference to develop the conference theme, select and invite plenary speakers, and enable other Chair-led conference initiatives, including innovative uses of the building and online platforms.

• Oversee the submission of papers and sessions, the development of the conference programme, and its publication/dissemination through all media (online, in print, app); the registration of all delegates and exhibitors (including any support for visas); and all communications to disseminate information about the event and to engage the community.

• Manage the contracts for delivery of the Annual Conference (venue, catering, app, crèche, online platform and others as the event develops).

• Proactively develop guidance and policies for all of the Society's research and higher education events, specifically around inclusivity and sustainability, showcasing good practice and responding to community demands to every extent possible.

• Provide strategic guidance, advice and oversight of the delivery of all Research Group activities and initiatives.

• Manage and develop further the Society’s programme of undergraduate and postgraduate visits, reflecting contemporary and forward-looking themes as well as research-informed insights into the Society’s history, Collections and building.

• Write, and support others to write, newsletters, social media, news updates to keep the Research and Higher Education community informed and engaged with the Society’s work.

In addition to the above, any other duties that may be reasonably be required by the Head of the Research and Higher Education Division.

Selection criteria

Essential

• An advanced degree or equivalent in geography or a related discipline, with a keen interest in contemporary academic geography.

• Experience of working within an academic, research or higher education setting, with an understanding of the changes occurring within these sectors.
• A track record of leading and delivering successful large and small conferences and events, projects, and initiatives in the academic sector.

• A track record of managing a demanding workload and prioritising effectively to achieve maximum impact.

• Excellent coordination and interpersonal skills, with the ability to interact well and build effective relationships and networks with key stakeholders across the organisation.

• Ability to work independently, whilst having a strong team work ethic of skills and ideas sharing. Sound judgement in choosing when to operate independently and when to refer matters to head of team.

• Excellence in communication: in person, in writing and online, with a proven ability to give presentations.

• IT literacy, particularly an understanding of conference programme and registration databases.

Desirable

• Line management or supervisory experience – direct or indirect