

Head of Education

The essentials ...

- Permanent, full-time
- £42,000 - £45,000 per annum (depending on experience)
- Hybrid working with some days per week based in our London office

Our new Head of Education (HoE) will provide strategic direction to, and oversight for, all activities within our Education Department, including age 5 – 18 education and Higher Education. This will include responsibility for the annual budget, the line management of our Education Team, and liaison with our Education and Joint Higher Education Committees to deliver impactful and accessible initiatives that promote awareness and understanding of the Earth and beyond. In addition, the HoE will project manage the Society's flagship 'This is Geoscience' initiative until 2028.

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. 12,000, 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.

What you'll be doing ...

Working in partnership with senior staff, our Education Committee, and Trustees, you will advance the Society's Education objectives in line with our Education Strategy, providing expertise and strategic direction to ensure the development of trusted Education initiatives for all ages.

You will be designing, planning, and delivering projects aimed at improving learning outcomes for young people, students, key stakeholders, and the wider geoscience community, as well as participating in government consultation and policy work where relevant. Beyond this, you can expect to foster strong relationships with key stakeholders and external partners to ensure that the Society continues to embed itself as an inclusive and reliable role model within the geoscience education space, and a leader to the wider geoscience community on a global scale.

Overall responsibilities / requirements ...

Main Responsibilities:

- Manage the delivery and promotion of education initiatives across the Society, aligned with the objectives of our Education Strategy.
- Oversee the implementation and continued development of the Society's Education Strategy, working with the Director of Science & Engagement to maintain and grow support from senior stakeholders across the organisation and the wider geoscience community.
- Oversee all work related to the training, professional development, and support of teachers – from the development and dissemination of quality resources to the delivery of training and capacity building programs.
- Provide strategic direction and managerial support toward the recruitment, maintenance and evolution of our education volunteer program.
- Promotion and dissemination of education resources and activity including relevant email marketing, social media campaigns and web content.
- Further develop the Society's flagship 'This is Geoscience' initiative over the next two years, focusing on both education and careers support within UK secondary schools, and a global public engagement campaign focused on geoscience careers.
- Work collaboratively with, and support, relevant stakeholders to deliver existing education programs.
- Support the Education Team through attendance at Education Committee and Joint Higher Education Committee meetings, as well as with planning for and attending internal and external education events.
- Engage with the Higher Education sector and early career professionals via our Joint Higher Education Committee (JHEC) in partnership with University Geoscience UK (UGUK), and the Society's Early Career Network, to promote geoscience as an undergraduate degree choice and a sustainable career path, with an awareness of EDIA related issues concerning widening participation.
- Maintain networks and connections across the geoscience education space to remain informed about the needs of teachers, students and the wider public in relation to geoscience education and careers.
- To be alert to new opportunities for collaboration, liaising with other senior managers and directors where relevant.

Activities:

- Develop interventions and initiatives for strategic objectives as ascribed, working alongside the Director of Science & Engagement where relevant.
- Monitor and report on the progress of strategic objectives to key stakeholders.
- Act as an ambassador for the department, celebrating successes internally and externally and identifying and acting on opportunities for improvement.
- Research on current and emerging trends in the education landscape with a view to raising opportunities to collaborate, apply for funding, further promote initiatives, and share best practice and ideas across the wider team.
- Attend, lead, or develop meetings and events relating to education at all levels on behalf of and for the geoscience community.

Collaborative working:

- Maintain and develop relationships with education professionals and organisations through stakeholder engagement activities.
- Lead the coordination of education projects with external stakeholders and partners to support the delivery of key deliverables (e.g. Earth Science Teachers Association, This is Geoscience, Geoscience for the Future, The



Geographers Association, the Royal Geographical Society, University Geoscience UK, UK Geoscience Strategic Alliance).

- Working alongside the Chair of the Education Committee, attend and support the Education Team with providing secretariat for the Society's Education Committee, reporting into our External Relations Committee.
- Working with the Head of Policy and Communications to carry out research with Fellows, partner organisations, and other stakeholders to contribute to education policy activity such as consultation responses, briefings, and public statements.
- Working alongside the 'This is Geoscience' project team, lead the project management of deliverables and outcomes to ensure the project meets its aims and objectives across the next two years.

Other responsibilities and expectations ...

- Attend external training and personal development events to keep abreast of developments in education across the Earth science sector and ahead of changes in relevant policies or legislation.
- Arrange and participate in meetings, conferences, and project team activities where appropriate
- To ensure that positive working relationships are maintained with other departments at the Society
- Undertake other tasks consistent with the role as reasonably required

What we're looking for ...

Essential

- Experience of working in formal or informal education role(s)
- Demonstrable knowledge of the UK education system, ages 5-18
- Science communication experience
- Excellent oral and written communication skills
- First Degree in Geoscience, Education, or a related subject
- Line-management experience, preferably including a track record of coaching, mentoring, and professional development
- Project management experience
- Experience of promoting activities and organising events
- Experience in setting and managing budgets

Desirable

- Demonstrable knowledge of the UK higher education sector
- Experience making education initiatives accessible for those with SEND and reducing barriers to participation
- Demonstrable knowledge of international education systems with respect to geoscience
- Experience of developing and delivering training
- Experience of working with external partners to deliver successful outcomes
- Experience of impact assessment and performance tracking
- Outreach and/or public engagement experience

The role may require some travel in the UK, and occasional weekend and evening working. Where required, by prior agreement, this will be compensated through time off in lieu (TOIL).



A bit about us ...

The Geological Society is a registered charity and employs just over 60 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 creating a positive workplace wellbeing culture and offer a range of benefits to our staff including:

- 25 days basic holiday entitlement, increasing up to 30 days with continued service (pro-rated for part-time staff)
- Option to purchase up to 2 days extra holiday days per year
- Contributory pension scheme with 10% employer contribution
- Access to 24/7 online GP with mental health & wellbeing counselling
- Free premium Headspace account for you and 2 members of friends/family
- Discounts and recognitions scheme
- Cycle to Work scheme
- Season Ticket Loan scheme
- Life Assurance and Income Protection schemes
- Free access to Royal Academy exhibitions
- Free Geological Society Fellow membership for qualified staff

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 ...

To apply for this position, please forward a copy of your CV together with a cover letter to recruitment@geolsoc.org.uk. Please ensure that your cover letter highlights your experience in no more than 500 words.

As part of our inclusive recruitment initiative, we have introduced the concept of anonymous recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV (including your file name) and cover letter.
- State your initials only in the subject line when sending your application.
- Ensure that you have included your contact email and number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

Please let us know if you will require any special provisions to be made should you be called for an interview. We regret that unsuccessful candidates will not be contacted.

Applicants must have the right to work in the UK. The Society is unable to offer work visa sponsorships.

