



The Geological Society

About us

The Geological Society of London is the UK's professional body for Earth sciences and aims to improve knowledge and understanding of the Earth, to promote Earth science education and awareness, and to support professional excellence in the work of Earth scientists for the public good. Founded in 1807, it is the oldest national geological society in the world and is both a professional body and a learned society.

Today, the Geological Society is a world-leading communicator of Earth science through its scholarly publishing, library and information services, leading-edge scientific conferences, educational activities and public outreach. It publishes a range of internationally recognised scientific journals and thematic volumes that are available online and in print to its members and to libraries worldwide (www.lyellcollection.org). The Society has built a reputation for providing policy-makers with impartial and authoritative input and advice based on sound science, including potentially contentious issues such as shale gas, radioactive waste, and mineral extraction (www.geolsoc.org.uk/geology-for-society).

The Society has a membership (Fellowship) of c. 11,600, more than 2,000 of which 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. The Society is licensed by the European Federation of Geologists to award the title of European Geologist and works with partner bodies in the UK to maintain specialist professional registers. It also accredits undergraduate and MSc degree programmes, and in-house professional training schemes provided by employers.

The Society is a registered charity, with an annual turnover of nearly £5 million, a balance sheet of £10 million, and a staff of around 50 located in London and Bath.

Our strategy

In 2020 the Society undertook a review of strategic options, building on its 2017-27 strategy. Arising from this work the Society's four strategic aims for the coming years are to:

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

Embedded within the Society's 2017 Strategy are our values:

- We strive to be impartial, authoritative, trustworthy and transparent,

- We promote diversity, equality, inclusion and respect for others across the geoscience community,
- We promote social and environmental sustainability, responsibility and stewardship, and
- We seek opportunities to work collaboratively and aim to be recognised as a valued partner.

Our people

The Society employs c. 50 staff at its offices in London and Bath. It is governed by a 23-strong Council of trustees representing the wider membership. The Council is led and chaired by the President, who is elected for a two-year term. Honorary Secretaries and Vice-Presidents from within the Council are responsible for key areas of activity.

Volunteers play an essential role in running the Society and delivering its activities, working in partnership with the staff, participating in committees and working groups, convening conferences, editing publications and taking part in communication and outreach work.

The Senior Leadership Team consists of the Executive Secretary and three Directors:

- Executive Secretary – responsible for the leadership and management of staff at Burlington House in London and at the Publishing House in Bath,
- Director of Finance & Operations – responsible for finance, membership, facilities, health and safety, information systems and human resources functions,
- Director of Science & Communications – responsible for science, policy, education, external communication, and conferences/events, and library and information services based in London, and
- Director of Publishing – responsible for the Society's scientific publishing operations based in Bath.

Chartership Officer Job Description

Role: Chartership Officer

Reports to: Head of Fellowship Services

Direct reports: None

Salary: c.£55,000 - £60,000, commensurate with experience

Contract: Permanent, full time

Location: Hybrid, home based but periodic visits to the Society's London office and other locations will be required

The Society is willing to consider a job-sharing or other flexible arrangement for this position.

Purpose of the role

The Geological Society promotes and implements the adoption of professional standards in the geosciences principally by awarding Chartered status (CGeol and CSci), so demonstrating that an individual is regarded by his/her peers as competent to practice as a professional within their chosen field. While take-up of Chartership is strong and continues to increase in some sectors (e.g. ground engineering), there are clear opportunities to raise awareness and grow Chartership in other geoscience sectors (e.g. petroleum industry, academia, mining, renewables etc).

The Society's Chartership Officer plays a pivotal role in promoting and developing Chartership, facilitating the accreditation process, and responding to enquiries.

Responsibilities

The Chartership Officer:

- Supports the process of application for Chartership by:
 - Assisting applicants to ensure that their application demonstrates as clearly as possible that they have achieved the required level of competence
 - Selecting Scrutineers and assisting them by screening applications prior to interview to ensure that they are adequately prepared, and providing advice concerning specific applications, and
 - Providing advice on technical professional matters to applicants, Scrutineers, members of the Chartership Committee and Geological Society staff
- Manages the interview process and attends, in person or virtually, a sample of interviews conducted in each round (4 rounds per annum) ensuring their proper conduct and assisting all parties in matters concerning the decision-making process
- Organises and leads regular Scrutineers' training events, assisted by the Vice-President Chartership
- Attends all meetings, in person or virtually, of the Professional & Chartership Committee
- Assists the Professional & Chartership Committee in maintaining the appropriate standard required for chartered status
- Works with other Officers and members of the Professional & Chartership Committee, including

- the Regional Group Chairs, to communicate the Chartership process to Fellows
- Works with the Membership Office in Burlington House to promote Chartership to Fellows, to academics, to employers and to others
 - Works with the Director of Finance and Operations and Membership Office to develop Chartership promotion and growth strategies utilising the digital platforms GSL uses and the in-house and agency marketing capabilities
 - Attends meetings with companies and Regional Groups and other events such as the Society's Careers Days, to promote and develop the uptake of Chartership and professional competency registers
 - Administers the Accreditation of in-house company training schemes
 - Administers the Accreditation and endorsement of external training courses
 - works with the Membership Office to manage the Society's CPD & Mentoring schemes

Person specification

Candidates for this role will be required to demonstrate a range of skills, competencies and abilities for the post. The successful candidate will be an earth sciences graduate who is committed to the Society's objectives in service of science, the profession and society, and be able to show the following qualities and experience:

- Willingness to attend regional meetings and interview venues that may involve overnight stays away from home
- Commitment to the importance of Chartered status within the Profession, demonstrated (for example) by leadership experience at the interface between the Profession, other Professional bodies and non-geologists
- Tact, tenacity and a willingness to work in partnership with others
- Comfortable with technology, data and modern systems

Though not essential, Chartered Geologist or Chartered Scientist accreditation and experience of working as a Chartership scrutineer are highly desirable.

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 fully addresses the appointment criteria in the person specification.

Please let us know if you will require any special provisions to be made should you be called for an interview.

As part of our inclusive recruitment initiative we have introduced the concept of blind 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 and cover letter.

State your initials only in the subject line when sending your application.

Ensure that you have included your contact number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

All applicants must have the right to work in the UK.

The Society is an equal opportunities employer. The post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

RECRUITMENT TIMETABLE

Closing date for applications:	Tuesday 21 December 2021
Interviews:	Mid-January 2022
Job starts:	We hope to fill the role as early as possible

These dates may be subject to change.

If you have any queries on any aspect of the appointment process please contact Farhana Begum, Farhana.Begum@geolsoc.org.uk. If you require further information or would like to discuss the role, please contact the Head of Fellowship Services, Mohammed.Jahangir@geolsoc.org.uk.