**GEOLOGISTS' ASSOCIATION RECRUITMENT**

**ADMINISTRATIVE ASSISTANT (PART TIME)**

**SALARY: £24,000 - £26,000 pro rata**

**Benefits:** 25 days holiday pro rata, Contributory Workplace Pension scheme (min 5% employee contribution, 8% employer contribution)

**Reports to:**

Chair for Rockwatch (RW) and Executive Secretary for Geologists' Association (GA)

**Contract:** Part-time, permanent, office-based role (3 days/week – 2 days for RW and 1 day for GA)

**Location:** Burlington House. Piccadilly London W1 with occasional ad hoc. working offsite.

After a handover period it may be possible to work from home on at most two days a week.

This role offers an opportunity to be part of the Geologists' Association (and in particular Rockwatch, the UK's geology club for children) where you will play an important role in helping us to achieve our charitable objective of actively promoting the study of geology to all who are interested in the past, present, and future of the natural world. Founded in 1858 and based in Central London the Geologists' Association organises lectures, field trips, an Annual Conference, the public-facing Festival of Geology, a student symposium (GASS) and produces a range of publications. Rockwatch runs regular field trips through the summer months and several educational activities through the year. There is a Rockwatch Magazine that goes to Members three times a year. For more information on Rockwatch activities visit: [www.rockwatch.org.uk](http://www.rockwatch.org.uk).

The main purpose of the role is as sole administrator to RW and to provide administrative support to GA to ensure the smooth running of the organisation. Duties will include but are not limited to:

* Providing excellent customer service to RW and GA members - dealing with queries and requests via email and telephone, membership renewals and payments of membership fees
* Assisting with the income/expenditure, inputting and updating databases (Excel and Access)
* General Administration, including dealing with orders, payments, invoice records, assisting with annual accounts and tax reclaims, Gift Aid and VAT
* Assisting with event organisation for both RW and GA, particularly field trips and other events for RW. GA events will include monthly in-house Friday evening talks and annual events and festivals, typically sending out invitations, compiling attendee lists, liaising with exhibitors, participants and other national & local geological societies.
* Facilitating Zoom meetings for on-line lectures and meetings
* Familiarity with social media content (Facebook and Twitter)
* Assisting with the creation and production of posters for Rockwatch as and when needed.
* Liaising with RW webmaster who does all the RW promotion

We are looking for someone with:

* Strong written and verbal communication skills
* Solid interpersonal skills and a desire to show initiative
* Good attention to detail and ability to work to a high degree of accuracy
* Methodical and thorough approach to work
* Proficiency in Microsoft Word (including mail merge), Excel, CRM Databases and Access. Knowledge of Mailchimp, Eventbrite, Social Media platforms and Adobe Photoshop and other creative software
* Willingness to attend the GA annual conference and annual festival (weekends) and to work occasionally until 8.30pm or 9pm when GA council meetings and lectures take place at Burlington House.

If you are interested in working in a welcoming and inclusive organisation which serves a wide range of people including children and families, professional and amateur geologists and you fit the role we would love to hear from you!

Whilst an understanding or interest in geology would be beneficial, it is not essential for this role.

Experience in bookkeeping would also be beneficial, but not essential.

To apply for this position, please provide a summary of why you are interested in this role and forward this with your CV to: vacancies@geologistsassociation.org.uk

Closing Date: 27th April 2023