

ENGAGEMENT OFFICER

Job description and person specification

Duration of contract: Permanent position, full-time

Location: Burlington House, Piccadilly, London

Reporting: This role reports to the Education Manager

Recruitment checks: This role will require an enhanced DBS check

THE LINNEAN SOCIETY

The Linnean Society of London is the world's oldest active society devoted to 'the cultivation of the science of natural history in all its branches'. Today, we deliver a wide range of education, public engagement and heritage programmes to support our vision of a world where nature is understood, valued and protected. We welcome a wide diversity of nature enthusiasts to become Linnean Society Members, as advocates and supporters of the work we undertake.

Our engagement team runs events and activities to share a love of nature and our collections. Our Education programme runs school workshops and events to help young people connect with nature, while the Our Local Nature Grants support youth-led projects to protect nature in communities.

Our Events and Communications programme runs our social media platforms and events for nature-lovers of all ages, with a range of lectures and debates online and in-person, as well as special workshops, open days, tours and nature walks.

This role supports both teams on a project basis, providing an opportunity to gain skills in education and learning, as well as wider public engagement.

The successful candidate will be motivated to share a love of nature with a range of audiences, and in a range of formats. They will contribute to our culture of high standards in safeguarding, to create a welcoming, safe environment for all. Crucially, they will be inspired by the aims and values of our organisation.

JOB DESCRIPTION

The post-holder will work on projects across our education, events and communications programmes. In the education team, they will assist with booking and delivery of school workshops and support wider projects such as Our Local Nature Grants.

They will support the delivery of our online and in-person events, assisting with marketing and providing refined customer service, while gaining event management skills. They will also have the opportunity to develop social media campaigns.

This role is line-managed by our Education Manager but will be project managed by the Events and Communications Manager on certain aspects of the role.

We are committed to creating an environment in which everyone feels welcome and safe. The post-holder will be expected to contribute to our culture of high standards in safeguarding, and will be trained and supervised appropriately so they can provide safe, effective practice.

PRIMARY RESPONSIBILITIES

Events

Assisting the Events and Communications Manager in the planning and delivery of events, including:

- Organising our online lunchtime lecture programme, with guidance from the Events and Communications Manager. This includes:
 - helping to find capable speakers across the full range of conservation topics
 - scheduling and promotion
 - briefing speakers
 - chairing events
 - wash up and reporting on attendee figures
- Assisting with customer service on our event registration system
- Assisting with the set up and delivery of in-person events, including occasionally deputising as event manager
- Occasionally developing and organising their own special events

Communications

Assisting the Events and Communications Manager in marketing and communications including:

- Developing social media and marketing content to promote our events programme
- Creating social media content to support campaigns or other engagement activities based on an understanding of engagement metrics

- Occasionally taking responsibility for monitoring and managing the Society's social media channels
- Occasional reporting of social media engagement and event metrics

Education

Assisting with the delivery of programmes of activities, workshops and talks for young people

- Helping to develop and deliver school workshops and family activities, both on-site at Burlington House, and representing the Society at external events. This includes researching and fact-checking to ensure accuracy, as well as good record-keeping of attendee numbers
- Helping to develop and create resources and lesson plans for teachers and educators
- Assisting with the administration of the Our Local Nature Grant programme
- Liaising with schools, colleges, teachers and parents about the Society's various programmes for young people, following our booking procedures
- Helping to write our education-focused communications, such as our learning newsletter

General

- Reporting on activities to the relevant project manager, including maintaining good data security practice in gathering and storing data, to aid overall reporting
- Applying feedback to activities to improve
- Adhering to the safeguarding policies and procedures of the organisation
- Ensuring all relationships with stakeholders are undertaken in ways that comply with GDPR and privacy policies

This job description provides guidelines under which the individual will work and could be subject to review depending upon changing circumstances.

PERSON SPECIFICATION

Description	Essential/ Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> • Educated to at least A-level standard, or equivalent work experience, in a subject relevant to the work of the organisation (e.g. science, history, art) 	Essential
<p>Experience and knowledge</p> <ul style="list-style-type: none"> • Experience planning and delivering engagement activities in a relevant setting (e.g. museums, schools, science centres) • Experience of following processes to manage data securely • Knowledge and sensitivity to equality, diversity and inclusion, cultural and disability issues • Experience creating written or visual content for a public audience, particularly young people, e.g. through blogs, articles or social media • An understanding of safeguarding and its importance in public engagement • Experience of following safeguarding procedures 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Organisation and administration of engagement activities • IT, information management and record-keeping skills • Excellent presentation skills, with the ability to adapt style to groups of young people and families • A friendly and professional manner in dealing with customers or members of the public • Able to work under pressure to tight deadlines and multi-task • Able to write promotional content for a range of audiences including children and young people • Creativity to design and deliver activities and resources • Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions • Teamworking skills • Self-motivation and the ability to work independently • Research skills to ensure robust fact checking and accuracy 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<p>Personal</p> <ul style="list-style-type: none"> • A keen interest in the vision and purpose of the Linnean Society • Enthusiasm and passion for inspiring young people and the public about nature • Commitment to developing a supportive workplace culture • Commitment to equality, diversity and inclusion • Commitment to the highest professional standards • A positive, can-do attitude 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>