

The
L I N N E A N
S O C I E T Y
of London



Job Title: Events and Communications Manager

Summary: Responsible for co-ordinating and delivering the Society's varied programme of day and evening events and managing the Society's website, interacting with our diverse Fellowship and the general public, using a variety of communications and marketing tools.

Permanent position, based in Burlington House, Piccadilly, London, Mon-Fri 9.30-5.30pm*

Job Purpose

- To be responsible for the co-ordination and delivery of the Linnean Society of London's day and evening events programme, as guided by the Society's Programme Committee
- To be responsible for developing and maintaining the Society's website, promoting awareness of the achievements of the Linnean Society of London
- To widen public engagement and facilitate building the Fellowship, generating marketing materials as required
- To make sure all work supports both the Society's vision and goals as identified in its strategic plan and the Society's single purpose: 'The cultivation of the Science of Natural History in all its branches.'

Key Responsibilities and Duties

To coordinate the organisation of internal and external day and evening events held in the Society's rooms, preparing marketing brochures/event documents as necessary, managing registration payments and ensuring the meetings run to budget, while liaising with any external event organisers. Maintain a record of meetings attendance and points learned to feed back for discussion at Programme Committee.

To act as Secretary to the Society's Programmes Committee, working with the relevant Scientific Secretary, generating papers for, and Minutes of, Programme Committee meetings (now once a year), while administering the events proposals in DropBox.

To encourage the Fellows' participation in the submission and reviewing of proposals and volunteer activities, lectures and workshops.

To take the lead on the maintenance and development of the Society's website to ensure it remains a core, effective and up-to-date component in the Society's communications, preparing and posting regular news items on the website.

To coordinate the filming, editing and podcasting of the Society's evening and lunchtime lectures.

To design and prepare printed publicity material for the Society and its events and manage the Society's e-newsletter and social media presence.

To communicate effectively the Society's activities using existing communications tools and develop and implement new communication techniques.

To encourage, collate, manage and share information that contributes to the presentation of the Society both internally to the Fellowship and externally to the wider public.

To assist with the preparation of the Society's printed newsletter and educational resources as appropriate.

To assist with the maintenance of the Fellows' database and with administrative duties as required.

To assist the Office team with reception duties, including welcoming visitors and answering enquiries.

To maintain a record of media coverage and where appropriate (taking into account the PR activity of the Society's publisher) develop good relationships with the media.

Other responsibilities

The Linnean Society is staffed by a small team split between Burlington House in Piccadilly and Toynbee House in Wimbledon (where the education team and Special Publications Manager are located). It is essential that the role holder is prepared to work collaboratively with other staff, to attend regular team meetings and contribute to helping other team members with tasks when required.

The role holder must work within the confines of the Copyright, Designs and Patents Act (1988) and the Data Protection Act (1998) and ensure that the Society complies with this legislation at all times.

*As the co-ordinator of the Society's evening meetings, and support to room hire, the role holder will be expected to work outside normal office hours (up to 2-3 evenings a week in peak periods and occasional weekend days), and will be remunerated accordingly.

THE LINNEAN SOCIETY OF LONDON

Registered Charity Number 220509

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The Linnean Society's purpose as a living forum for biology is to communicate scientific ideas and advances. It embraces the entire sweep of the natural sciences, but focuses particularly on over-arching themes such as biological diversity, evolution, taxonomy, science policy and conservation.

The Society works through a network of partnerships in the scientific community. In an era of specialisation the Society promotes the transfer of information across disciplinary boundaries. It collaborates with government and international organisations to highlight the urgency and magnitude of the task of understanding and documenting the natural world.

The Linnean Society was founded in 1788 for 'the cultivation of the Science of Natural History in all its branches'. The Society is named after the great 18th Century Swedish naturalist, Carl Linnaeus (1707–1778), who created the binomial system of biological classification now used throughout the world. The Society acquired Linnaeus's collection of plant and animal specimens, and his books and letters, from its first President, James Edward Smith, and holds these in Burlington House.

The Society has been at the heart of many scientific and cultural developments relating to our understanding of the natural world. Most notably, Charles Darwin's and Alfred Russel Wallace's epoch-making papers on evolution by natural selection were first read at a meeting of the Society.

The Society is proud of its past, but is equally enthusiastic about its future. Today it encourages discussion and research by:

- Publishing three leading international journals on biology, botany and zoology.
- Hosting a series of important scientific symposia, conferences, and evening meetings.
- Maintaining one of London's finest natural history libraries, with over 90,000 books, journals and pictures. The Society's internationally important collections contain many key resources for taxonomy and for the history of biology.
- Encouraging research and recognising distinction by providing modest grants and awarding medals and prizes.
- Creating, producing and disseminating curriculum-based educational resources and activities, alongside topical student lectures and joint projects with other societies and institutions.