



## **EVENTS AND COMMUNICATIONS ASSISTANT**

### **Job description and person specification**

**Duration of contract:** Fixed term contract (6 Oct 2025 to 14 November 2025), 0.6 FTE (3 days per week)

**Location:** Burlington House, Piccadilly, London

**Reporting:** This role reports to the Events and Communications Manager

#### **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 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 will support the Events and Communications Manager on a temporary basis, while a member of our team is on leave.

The successful candidate will be motivated to share a love of nature with a range of audiences, and in a range of formats. Crucially, they will be inspired by the aims and values of our organisation.

#### **JOB DESCRIPTION**

The post-holder 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 create content for our social media channels and be included in our monitoring rota for social media.

This role is line-managed by the Events and Communications Manager, with support from our Head of Engagement.

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 accessible and inclusive events and communications.

The role has some flexibility in terms of working days and location. However, the post holder will be expected to be on site at Burlington House for as many of our events as possible. These are on the following dates:

- 9 October (until 8pm)
- 14 October (until 2.30pm)
- 23 October (until 8pm)
- 5 November (until 7pm)
- 11 November (until 5.30pm)
- 13 November (until 8pm)

## **PRIMARY RESPONSIBILITIES**

### **Events**

Assisting the Events and Communications Manager in the set up and delivery of events, including

- Helping with enquiries from attendees
- Helping to prepare the event venue and materials
- Helping to welcome speakers
- Checking in attendees
- Monitoring security cameras and live stream during events

### **Communications**

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

- 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

### **General**

- Reporting on activities, 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
<b>Qualifications</b> <ul style="list-style-type: none"> <li>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)</li> </ul>	Essential
<b>Experience and knowledge</b> <ul style="list-style-type: none"> <li>Experience creating written or visual content for a public audience, e.g. through blogs, articles or social media</li> <li>Experience of customer service</li> <li>Knowledge and sensitivity to equality, diversity and inclusion, cultural and disability issues</li> <li>Experience of working or volunteering at engagement activities in a relevant setting (e.g. festivals museums, schools, science centres)</li> </ul>	Essential  Essential  Essential  Desirable
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>IT, information management and record-keeping skills</li> <li>A friendly and professional manner in dealing with customers or members of the public</li> <li>Able to work under pressure to tight deadlines and multi-task</li> <li>Able to write promotional content for a range of audiences</li> <li>Creativity to create engaging content for social media</li> <li>Able to seek improvements, adapt flexibly to changing circumstances and find pragmatic solutions</li> <li>Teamworking skills</li> </ul>	Essential  Essential  Essential Essential Essential  Essential  Essential
<b>Personal</b> <ul style="list-style-type: none"> <li>A keen interest in the vision and purpose of the Linnean Society</li> <li>Enthusiasm and passion for inspiring people about nature</li> <li>Commitment to developing a supportive workplace culture</li> <li>Commitment to equality, diversity and inclusion</li> <li>Commitment to the highest professional standards</li> <li>A positive, can-do attitude</li> </ul>	Essential Essential Essential Essential Essential Essential