Job Title: Events and Communication Manager

Summary: Responsible for co-ordinating and delivering the Society’s varied programme of events, managing the Society’s website/social media and interacting with our diverse Fellowship and the general public, using a variety of communication and marketing tools.

Based in Burlington House, Piccadilly, London, Mon-Fri 9.30-5.30pm*

*As the co-ordinator of the Society’s events, and support to room hire, the role holder will be expected to work outside normal office hours (around 4-6 evenings per month and 1-2 weekend days per year), and will be remunerated accordingly.

Job Purpose

- To organise and deliver the Linnean Society’s own events programme at Burlington House, and to co-ordinate events in collaboration with the partner Societies around the Courtyard, as well as with other institutions in London and around the UK
- To be responsible for maintaining and developing the Society’s website and social media presence, promoting awareness of the Linnean Society nationally and internationally
- To facilitate in building the Fellowship and in widening public engagement with the Linnean Society, so supporting the Society’s mission: ‘To inform, involve and inspire people of all ages about nature and its wider interactions through our collections and programmes.’

Key Responsibilities and Duties

- To organise and deliver events held in the Society’s rooms, evaluating attendance and feedback on these events, undertaking their filming, live-streaming, editing and podcasting, as required
- 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
- As a key member of the Office team, to assist as required with reception duties, including welcoming visitors, answering enquiries and dealing with room hires.
- To be the Linnean Society representative (rotating chair) on the Burlington House Cultural Campus Group (4 other Learned Societies and the Royal Academy of Arts), collaborating in the organisation and delivery of cross-Courtyard events at Burlington House, such as London Open House and Courtyard Lates
- To communicate effectively the Society’s activities through the design and preparation of printed publicity material for the Society events (Events Brochure), compilation of the Society’s monthly e-newsletter Linnean News and maintaining the Society’s social media presence, using existing communication tools and developing and implementing new communication techniques if available
- To act as Secretary to the Society’s Programmes Committee, working with the relevant Scientific Secretary, generating papers for, and minutes of, Programmes Committee meetings (usually 3/annum).
- To propose and manage the Events and Communications budget
- To collaborate with other staff team members, including Linnean Learning (external and internal education workshops), Collections (promoting interesting content from the Linnean Society Collections), Membership (maintenance of the Fellows’ database), and Special Publications (The Linnean and PuLSe), and attend regular team meetings
- To encourage, collate, manage and share information that promotes the Society both internally to the Fellowship and externally to the wider public, maintaining 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.
- The role holder must work within the confines of the Copyright, Designs and Patents Act (1988), the Data Protection Act (1998), The General Data Protection Regulation 2018 (GDPR) and any/all relevant legislation, to ensure that the Society complies with this legislation at all times.