**Job Title: Engagement Officer**

**Reports to:** Education Manager

**Salary:** £28,926

**Purpose of job:** To contribute to the development and implementation of Education and Careers activities of the Society and taking a lead on key areas of activity. To support the delivery of training for members and to manage and support member led activity.

**KEY RESPONSIBILITIES**

**Education and Careers development**

* Contribute to the development and implementation of the Society’s public engagement (PE) strategy
* Prepare and deliver papers for the Public Engagement Working Group of the Education and Careers Committee and ad hoc working groups as required
* Represent the BES and its views at meetings with external partners where appropriate
* Take responsibility for PE projects, with the support of the Education Manager, including joint work with partner organisations
* Help with the organisation of meetings, workshops and events including training programmes
* Develop and maintain constructive collaborative partnerships with other organisations in developing and implementing joint projects to increase the impact of the Society’s PE work

**Communications**

* Maintain and update the BES website, including writing and sourcing copy, in particular for the PE pages, ensuring the needs of the target audience are identified and met
* Keep all BES audiences up to date with BES and PE developments, including contributing to the *BES Bulletin* andthe Society’s twitter feeds
* Build and maintain strong relationships with other learned societies and professional bodies in presenting a unified voice for ecology, biology and science as appropriate

**Support**

* Support the Education Manager in providing secretariat support to the Public Engagement working group of the Education and Careers Committee, including arrangement of meetings and production of minutes
* Support the External Affairs Team and External Affairs Manager to deliver the BES’s strategic aims and objectives
* Build effective working relationships with Trustees, members of the Society, and representatives of other organisations
* Maintain effective working relationships with other members of the External Affairs Team
* Support other BES initiatives as required.

Finance

* With the support of the Education Manager, draft annual budgets for PE work

**PERSON SPECIFICATION**

**Essential**

* Previous experience within science communication or public engagement
* Demonstrable knowledge and understanding of ecological science
* Excellent written communications
* Excellent organisation skills and ability to meet multiple deadlines and prioritise work
* Excellent attention to detail
* Strong interpersonal skills, with experience of developing effective working relationships with a range of individuals
* Good IT skills, with knowledge of Microsoft Office

**Desirable**

* Demonstrable ability to innovate, develop and deliver engagement initiatives
* Experience of developing and delivering training programmes
* Interest in the public understanding and engagement with science
* Experience of writing webpages and blogs, and use of a content management system to update and maintain these
* Understanding and familiarity with social media
* Experience of organising and running events

**Qualifications**

* Graduate (preferably in ecology, environmental science or a related subject
* Postgraduate qualification (Masters level) or equivalent experience.
* **Or equivalent previous experience to demonstrate the person specification**

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| **Core competency** | **Definition** | **Level (Operational, Management, Strategic)** |
| Team work | Working cooperatively and constructively, building good working relationships, including valuing others. | Managerial |
| Customer focus | Identifying, understanding and giving priority to meeting the needs of customers and potential customers. | Operational |
| Commitment to excellence | Sets the highest standards of performance for self and others in meeting the needs of the organisation. | Operational |
| Continuous improvement and adaptability | Initiating or participating in changes affecting our job or the organisation as a whole, enhancing performance as a whole. | Operational |

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| **Role-specific competency** | **Definition** | **Level (Operational, Management, Strategic)** |
| Strategic vision |  | None |
| Information gathering and networking | Identifying key issues and making sound decisions. | Operational |
| Resource planning and management | Establishing and maintaining good contacts both within and outside the organisation. | Operational |
| Analysis, judgement and decision-making | Seeing the wider picture and taking a long term view for the benefit of the Society. | Operational |