



The  
Geological  
Society

## Assistant Editor





### Who are we?

Founded in 1807, we are the oldest geological society in the world. Today, we are a world-leading communicator of Earth science – through publishing, library and information services, cutting-edge scientific conferences, education activities and outreach to the general public. We also provide impartial scientific information and evidence to support policy-making and public debate about the challenges facing humanity.

We have a membership (Fellowship) of c. 12,000, more than 2,000 of whom are based outside the UK. Approximately 3,000 are Chartered Geologists or Chartered Scientists – professionals who have demonstrated a high level of technical competence in their field and a commitment to professional ethics.

*Geoscientist* is the Society's membership magazine, published quarterly both in print and online ([www.Geoscientist.Online](http://www.Geoscientist.Online)). Featuring a vibrant mix of science, opinion, news and more, *Geoscientist* serves as a resource to the community, with articles that aim to stimulate thinking within and across fields of expertise.

### Our strategy ...

-  Advance multidisciplinary Earth science to inform global issues
-  Be the inclusive and collaborative home for UK Earth scientists and increase our international orientation
-  Support professional development, careers and education in Earth science
-  Become a dynamic and responsive organisation with a strong digital identity

### The essentials ...

**Salary:** £17,400 – £18,600 (£29,000 – £31,000 FTE)

**Reports to:** Executive Editor, *Geoscientist* magazine

**Direct reports:** None

**Contract:** Part-time, 3 days per week (0.6 FTE), permanent

**Location:** Fully remote (with hot desk space available at Burlington House, London, as needed)



## What you'll be doing ...

We are seeking a highly motivated, exceptionally organised and detail-oriented Assistant Editor to join the *Geoscientist* editorial team. The ideal candidate will have a strong passion for and understanding of the Earth sciences, as well as excellent writing, editing and communication skills. As Assistant Editor, you will play a key role in curating and shaping content, ensuring the highest standards of quality, accuracy, and clarity.

The Assistant Editor supports the Executive Editor in the daily operations of *Geoscientist* magazine, both in print and online. The Assistant Editor manages the magazine's digital and social media presence, and oversees the following key magazine sections:

- **Books & Arts.** Reviews of geoscience-related books, exhibitions, and documentaries.
- **5 Minutes With.** Informal interviews with notable geoscientists.
- **Obituaries.** Celebrations of Fellows' lives.
- **News.** Updates from Society staff and the community.

## Overall responsibilities / requirements ...

- **Content Management:** Generate ideas for magazine content, in print and online; commission, assess and recommend content submissions; edit articles to refine, ensure accuracy and maintain the integrity of the scientific message, and provide constructive feedback for authors; proofread; and write for print, online and social media.
- **Digital Communications:** Assist with digital content upload, manage *Geoscientist's* social media accounts and e-newsletter, promote new content, and develop strategies to drive digital engagement.
- **Other Contributions:** Contribute to additional sections of the magazine (such as Unearthed and Features) as time allows, taking on greater content responsibilities over time, with growing experience and developmental editing skills.

## Other responsibilities and expectations:

- The post holder is expected to work flexibly to respond to changing needs at the Geological Society and *Geoscientist* magazine.
- The post holder is expected to undertake any other responsibilities or tasks consistent with the role and/or reasonably required by the Executive Editor.

## What we're looking for ...

### *Essential*

- A degree in Earth science (or a related field), science communication, or journalism, with a broad knowledge of and passion for Earth science.
- Exceptional English language, written, editing and communication skills, and able to deliver high-quality content.
- Highly self-motivated and proactive, able to work autonomously.



- Excellent organizational skills, with the ability to manage multiple projects simultaneously, prioritise deadlines and meet the demands of a fast-paced publishing environment.
- Proficiency with Microsoft Office.

#### *Desirable*

- Experience with WordPress and social media management.
- Experience in scientific publishing and, in particular, with developmental editing (the successful will be expected to demonstrate interest and aptitude to develop in this area).

#### **A bit about us ...**

The Geological Society is a registered charity and employs just over 50 staff at its offices in London and Bath. Our London office is situated in the beautiful London hotspot of Piccadilly in Burlington House, just next door to The Royal Academy.

As an employee-conscious company, we invest in our staff by emphasising training, growth and progression in every role. We firmly believe in creating a positive workplace wellbeing culture and offer a range of benefits to our staff including:

- 25 days basic holiday entitlement (plus bank holidays) when you start, increasing up to 30 days with continued service (pro-rated for part-time staff)
- Option to purchase up to 2 days extra holiday days per year
- Contributory pension scheme
- Access to 24/7 online GP with mental health & wellbeing counselling
- Free premium Headspace account for you and 2 members of friends/family
- Cycle to Work scheme
- Season Ticket Loan scheme
- Life Assurance and Income Protection schemes
- Free access to Royal Academy exhibitions
- Free Geological Society Fellow membership for qualified staff

The Society is committed to fostering an inclusive culture that promotes equality, values diversity and maintains a harmonious inclusive environment in which the rights and dignity of all its members visitors and staff are respected. We are an equal opportunities employer, and the post-holder will be expected to adhere to and support the Society's commitment to diversity, equality and inclusion.

#### **How to apply ...**

To apply for this position, please forward a copy of your CV together with a cover letter to [recruitment@geolsoc.org.uk](mailto:recruitment@geolsoc.org.uk). Please ensure that your cover letter highlights your experience in no more than 500 words.

As part of our inclusive recruitment initiative, we have introduced the concept of anonymous recruiting in order to evaluate applicants solely on their skills and experience. With this in mind, we encourage you to:

- Anonymise your application by stating only your initials in your CV (including your file name) and cover



letter.

- State your initials only in the subject line when sending your application.
- Ensure that you have included your contact email and number, as well as dates when you will not be available or might have difficulty with the indicative timetable.

Please let us know if you will require any special provisions to be made should you be called for an interview.

All applicants must have the right to work in the UK.

