

RESTLESS EARTH CO-ORDINATOR

JOB DESCRIPTION

July 2017

Objective: To carry out the administrative duties for the Society associated with the Restless Earth programme and to provide general support to all participants. Where appropriate, to also provide support to the wider activities of the Society as agreed and directed.

This is a salaried appointment (currently £6,000 p.a.) which is expected to take an average of 12 hours per week; a work log will be maintained.

Specific objectives and requirements are listed below:

Financial

- To manage the Restless Earth budget and minimise the cost of the Workshops to the Society
- To seek commercial and corporate sponsors for the Workshops and prepare and submit applications for grants accordingly. Support may be in the form of financial contribution or in kind e.g. provision of staff to help deliver the Workshops or provision of software and materials to ensure their continuing success.

Membership

- To promote the Restless Earth Workshop
- To encourage schools to become Educational Members of the Society
- To maintain a record of Educational Members and visits to schools
- To attend relevant Conferences and run Restless Earth Workshops if required
- Report to Council through the Chair of Programme Committee

Publications

- To keep the Restless Earth 'flyer' up to date
- From time to time write articles about the Restless Earth programme for publication in *Maplines* and other relevant media

Internet

- To ensure the Society website actively promotes the Restless Earth Workshop programme

- To utilise social media and other appropriate online channels to promote the Society's work in the school's sector

General Process

- To respond to Restless Earth Workshop requests from schools
- To arrange dates and timing with the schools
- To select a lead and members of the Society for each Workshop
- To seek assistance from the RGS Ambassadors
- To co-ordinate the transport and accommodation requirements of the delivery team as required
- To maintain and provide the required materials for each
- To ensure the Workshop materials arrive in time at the schools for each Workshop and arrange the return of the materials
- To work with Esri UK to provide the ArcGIS online application as required
- To study feedback as recorded via the website and the annual online survey and to summarise the content to Council, raising any concerns immediately
- To attend at least 5 Workshops per academic year to ensure that these are delivered in a consistent and accurate manner
- To co-ordinate the development of new Restless Earth Workshop topics as and when required

Remuneration

- The Society agrees to pay the post holder the sum agreed by Council (currently £6,000 p.a.), paid monthly in arrears
- Travel and Subsistence will be paid in accordance with the Society's Financial Policy. See 'A Handbook for Officers of the Society', Chapter 8, Section 8.6.
- This arrangement will be reviewed annually by Council

Holidays

- To keep Council informed if the post-holder is not in a position to maintain RE-related communication for an extended period (e.g. one week or more) and to ensure that suitable arrangements are put in place to direct such communication to the BCS Administration Office as and when necessary