

Member Communities Specialist

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Company: Royal Society of Chemistry

Location: United Kingdom

Category: business-and-financial-operations

Overview

The Royal Society of Chemistry has a great opportunity for a Member Networks Specialist to join us on a full-time (35-hour week) temporary basis until end of May 2025.

The Royal Society of Chemistry is a not-for-profit organisation with a thriving international community of over 50,000 members in 125 countries, an internationally-renowned publisher of high quality chemical science knowledge and the professional body for chemists in the UK, with a reputation as an influential champion for the chemical sciences. Our global community spans hundreds of thousands of scientists, librarians, teachers, students, pupils and people who love chemistry.

Our purpose is to help the chemical science community make the world a better place.

Our vision is for a world where chemical scientists have adapted, innovated and succeeded in a changing world and ensured chemistry is a force for good. The culture in science supports an inclusive and enabling community for the benefit of everyone. Science infrastructure, funding, policy and regulation enables chemical scientists to continue to drive forward new research and innovation. People worldwide recognise, trust and understand the value of the chemical sciences.

Our strategy determines the choices that we make to deliver our purpose in the most impactful, relevant and sustainable way. To do this we must recognise our core strengths, appreciate and understand the external environment in which we operate and work in partnership with the global scientific community.

The Member Networks Team supports our community of 1,500 volunteers to fulfil this

purpose and vision through our geographical and scientific communities.

In this integral role you will help support and develop the Royal Society of Chemistry's networks in line with our strategy, manage the relationship with members involved with these networks and ensure that the networks add value to our membership.

We are looking for:

Demonstrates technical/specialist knowledge in volunteer management to support the networks, provide services to and retention of members and add value to our membership in line with our strategy and departmental objectives.

Demonstrates a detailed knowledge of our strategy and the role that Member Communities plays in its implementation. Applies this knowledge to support the networks.

Demonstrates excellent experience in a customer-focussed environment.

Demonstrates an understanding of the importance of networks in the scientific community and the breadth and depth of science represented through these networks and their activities.

Possesses excellent verbal and written skills and is able to network effectively.

Experience in using or managing online platforms to support networking.

At the Royal Society of Chemistry (RSC) we embrace flexibility and offer hybrid working, which means our teams come together when they need to collaborate. Although this role is contractually based at our Cambridge office, you will also be able to work from home within the UK, with the expectation that you will attend our offices as needed for your role. This role will require a hybrid approach to work at least two days per week from our Cambridge and London offices and from home. Some flexibility will also be required to attend out of hours events. If you need flexible working arrangements, please outline this in your application.

When applying, please provide an up-to-date CV and a supporting statement (no more than 500 words) indicating how your skills / expertise match the competencies outlined in the job description .

At the RSC, we recognise the benefits of a diverse workforce and welcome applicants from a range of backgrounds to apply. We particularly encourage applications from disabled and ethnic minority candidates. As a part of the Disability Confident Scheme, we endeavour, where possible, to offer an interview to candidates meeting the essential criteria of the role, who have a substantial physical/mental impairment which impacts their ability to carry out

day-to-day tasks. We are committed to making our recruitment processes accessible to all and as part of this, we are flexible in the ways we give and receive information. If you would like to apply using a different format, please contact the Recruitment Team at or on +44 (0) 1223 432229 and we will do our best to put any reasonable adjustments in place.

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