

Programme Officer, Science

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Company: Royal Society of Chemistry

Location: United Kingdom

Category: business-and-financial-operations

Overview

The Royal Society of Chemistry (RSC) seeks a Programme Officer, Science Communities on a full-time temporary basis to cover an internal secondment covering maternity leave, currently until February 2025.

The Royal Society of Chemistry (RSC) is 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. As a not-for-profit organisation employing around 700 staff in 6 countries, we use the surplus from our global publishing business to give chemical scientists the support and resources required to make vital advances in chemical science.

As a Programme Officer for the Royal Society of Chemistry you will play a key role in supporting and delivering a range of activities for our Science Communities (formally known as RSC Science Divisions) and to Heads of Chemistry UK. You will work closely with programme specialists in the team to continually improve the support we provide to our science communities, as well as enhancing the links between them and the impact of their activities. You will also work in partnership with colleagues in our Awards & Grants and Conferences Development teams to ensure effective and impactful links with our Science Communities. You will also work closely with other teams in the RSC.

We are looking for:

Relevant background in science or engineering and/or science programme administration,

with a passion for science and technology.

Strong organisational, project and time management skills to deliver multiple projects in parallel.

Strong stakeholder engagement skills with ability to develop effective relationships with a variety of diverse people, with strong written and oral communication skills.

Initiative and ability to work both as part of multifunctional teams and independently.

Ability to use and learn Microsoft packages and bespoke in-house IT.

An awareness of aspects of the research and innovation environment (e.g. research funding, higher education, science and the economy) would be beneficial.

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 and travel as needed for your role. In this role you will attend our offices at least one day per week (initially more frequently to support your induction). Some travel within the UK will also be required. 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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