

## Geology for Global Development – Join Our Team



Geology for Global Development (GfGD) is a charity registered in the UK (1165663) and operating globally. We exist to champion the role of geology in sustainable development and mobilise and reshape the geology community to help deliver the UN Sustainable Development Goals. GfGD has been a registered charity since 2016, and in 2017 launched its 5-year strategy ([www.gfgd.org/strategy](http://www.gfgd.org/strategy)).

To help deliver this strategy and prepare for the launch of a new strategy in 2022, we are looking to grow our team of volunteers ([www.gfgd.org/team](http://www.gfgd.org/team)). **All roles are voluntary** and will be for an initial one-year term (with a six-month review, and the opportunity to continue if mutually agreeable). We welcome applications from those at all stages of their career (student to senior professional), and particularly welcome applications from groups underrepresented in the geoscience community.

Being part of our work will give you the opportunity to learn new skills, strengthen your understanding of the charity sector, meet others who are passionate about geoscience for sustainability, and make a real difference to our work and the delivery of the Sustainable Development Goals. If you are passionate about the role of geoscience in tackling global sustainability challenges, and improving lives and livelihoods around the world, we would love to hear from you.

**In this round of recruitment, we are looking to appoint the following people:**

Role	Purpose of Role and Responsibilities <i>(in addition to the shared responsibilities listed at the end of this table)</i>	Person Specification <i>(in addition to the shared criteria listed at the end of this table)</i>	Further Details
<b>1. Fundraising and Business Development Lead*</b>	<p>Help to secure the necessary funds to expand our work, deliver our new strategy, and realise our vision. Tasks will include:</p> <ul style="list-style-type: none"> <li>➤ Review of grant-making opportunities, and coordination of relevant applications.</li> <li>➤ Development of ‘Friends of GfGD’ supporter programme.</li> <li>➤ Development and dissemination of fundraising tools.</li> <li>➤ Build corporate partnerships and secure sponsorship.</li> <li>➤ Ensuring that our purpose, values, and activities are not compromised through income generation efforts.</li> </ul>	<p>The successful candidate for this role should have:</p> <ul style="list-style-type: none"> <li>➤ Experience of fundraising (including one or more of grant applications, supporter relations, corporate engagement, and public fundraising)</li> <li>➤ Good written and verbal communication skills, in different settings and contexts</li> <li>➤ The ability to work independently, and be proactive in pursuing appropriate opportunities</li> </ul>	<p><b>Anticipated Commitment:</b> 4-5 hours/week</p> <p><b>Reports to:</b> Dr Joel C. Gill (Executive Director)</p> <p>For informal queries about this role, please contact <a href="mailto:info[at]gfgd.org">info[at]gfgd.org</a></p>
<b>2. Research and Analysis Lead*</b>	<p>Develop and coordinate our programme of impact-focused research projects (completed in part through student volunteers), connecting the outputs and outcomes into our wider educational and global influencing work. Tasks will include:</p> <ul style="list-style-type: none"> <li>➤ Identifying appropriate research themes, that align to our strategy and existing portfolio of projects.</li> <li>➤ Managing project teams that help deliver research and analysis aligned to these themes (e.g., literature reviews, data analysis), and ensuring quality control.</li> <li>➤ Writing, editing, and reviewing outputs that bring together this research – coordinating international teams.</li> <li>➤ Contributing to research dissemination in educational and policy contexts.</li> </ul>	<p>The successful candidate for this role should have:</p> <ul style="list-style-type: none"> <li>➤ Experience in designing and delivering research, and integrating diverse sources to support analysis of complex themes</li> <li>➤ Good written and verbal communication skills</li> <li>➤ Experience of editing other people’s work</li> </ul> <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> <li>➤ Working with researchers from different disciplines</li> <li>➤ Working with researchers from different countries (particularly in the Global South)</li> </ul>	<p><b>Anticipated Commitment:</b> 4-5 hours/week</p> <p><b>Reports to:</b> Dr Joel C. Gill (Executive Director)</p> <p>For informal queries about this role, please contact <a href="mailto:info[at]gfgd.org">info[at]gfgd.org</a></p>

<b>3. Executive Assistant/ Administrative Lead</b>	<p>Ensure the smooth running of the charity, by providing support to the Executive Director. Tasks will include:</p> <ul style="list-style-type: none"> <li>➤ Coordinating the internal project management tool (to be determined, likely Basecamp).</li> <li>➤ Working with the GfGD team to ensure actions are understood and completed in a timely manner.</li> <li>➤ Providing project management and administrative support to the strategy development process running through 2021.</li> <li>➤ Assisting the Executive Director with tasks such as financial management, HR, and events.</li> </ul>	<p>The successful candidate for this role should have:</p> <ul style="list-style-type: none"> <li>➤ Project management experience</li> <li>➤ Good written and verbal communication skills</li> <li>➤ The ability to work independently, and confidence to approach and request information from all members of the GfGD team (including our Trustees)</li> </ul> <p>It would be advantageous for the applicant to have:</p> <ul style="list-style-type: none"> <li>➤ Experience using online collaborative tools such as Basecamp</li> </ul>	<p><b>Anticipated Commitment:</b> 4-5 hours/week</p> <p><b>Reports to:</b> Dr Joel C. Gill (Executive Director)</p> <p>For informal queries about this role, please contact <a href="mailto:info@gfgd.org">info[at]gfgd.org</a></p>
<b>4. Communications Assistant (Social Media)</b>	<p>Work with the Communications Lead and wider team to manage and expand our social media presence (particularly Facebook, Twitter, and LinkedIn) to increase awareness of our work, deliver impact, and generate support (including funding) for GfGD. Tasks will include:</p> <ul style="list-style-type: none"> <li>➤ Collating external content, from diverse sources, relevant to our work.</li> <li>➤ Collating news/stories from GfGD activities, appropriate for social media.</li> <li>➤ Using a social media tool to share content and analyse engagement.</li> <li>➤ Assisting our Communications Lead with other activities as required.</li> </ul>	<p>The successful candidate for this role should have:</p> <ul style="list-style-type: none"> <li>➤ Experience managing corporate/organisational social media accounts</li> <li>➤ Excellent written English and attention to detail</li> </ul> <p>It would be advantageous for the applicant to have:</p> <ul style="list-style-type: none"> <li>➤ Experience using social content tools, such as Post Planner, or the ability to learn quickly</li> </ul>	<p><b>Anticipated Commitment:</b> 3-4 hours/week</p> <p><b>Reports to:</b> Dr Laura Roberts-Artal (Communications Lead)</p> <p>For informal queries about this role, please contact <a href="mailto:laura[at]gfgd.org">laura[at]gfgd.org</a></p>
<b>5. Communications Assistant (Graphic Design)</b>	<p>Work with the Communications Lead and wider team to produce high-quality, visually appealing graphics that help to illustrate and promote our work. These may be used on social media, in reports and other research outputs, and as part of a package of communications tools. Tasks will include:</p> <ul style="list-style-type: none"> <li>➤ Producing images (using Canva) to illustrate social media campaigns and other digital spaces.</li> <li>➤ Produce artwork, layout, and design for a broad range of digital and print products (e.g., reports, brochures, posters, flyers, presentations videos).</li> <li>➤ Assisting our Communications Lead with other activities as required.</li> </ul>	<p>The successful candidate for this role should have:</p> <ul style="list-style-type: none"> <li>➤ Experience of graphic design</li> <li>➤ Excellent written English and attention to detail</li> </ul> <p>It would be advantageous for the applicant to have:</p> <ul style="list-style-type: none"> <li>➤ Experience using Canva</li> <li>➤ Experience of using design to support social media campaigns and research impact</li> </ul>	<p><b>Anticipated Commitment:</b> 3-4 hours/week</p> <p><b>Reports to:</b> Dr Laura Roberts-Artal (Communications Lead)</p> <p>For informal queries about this role, please contact <a href="mailto:laura[at]gfgd.org">laura[at]gfgd.org</a></p>

\* *Members of the GfGD Senior Leadership/Executive Team.*

**Shared Responsibilities.** All members of the GfGD team will be expected to (i) comply with charity legislation, and adhere to GfGD’s policies (e.g., code of conduct, preventing harm/safeguarding, external communications, privacy), (ii) contribute to strategic planning, in advance of a major relaunch of our work in 2022, (iii) attend and contribute to team meetings, and (iv) act as an ambassador for GfGD, sharing our work with appropriate stakeholders and enhancing our reputation within the networks you operate in.

**Shared Criteria:** applicants for all roles will be expected to demonstrate: (i) commitment to the purpose and values of GfGD, (ii) motivation to support and contribute to our work, (iii) reliability and trustworthiness, (iv) attention to detail, and (v) a commitment to diversity, equality, and inclusion.

**How to Apply:** Applications should be emailed to [info@gfgd.org](mailto:info@gfgd.org) by **9pm (GMT) on 28 January 2021**, including a CV and short cover letter (maximum one page) stating the role/s you are interested in and outlining how your skills and experience match the description. We aim to notify candidates about the outcome of their application by 11 February 2020. All information will be treated as set out in our [Privacy Notice](#).

**Please note, we anticipate further recruitment opportunities later in 2021 – including short-term project volunteers to help deliver specific pieces of research and analysis.**