

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 (SDGs).



In 2022, we are launching a new strategy. This will bring a renewed focus on delivering high quality research and analysis, actively engaging in policy processes (including at the global level), and strengthening capacity through education and training. Working on these three interlinked priorities, we embrace the **'leave no one behind'** ethos running through the SDGs. We will use our resources, expertise, networks, and influence to address development priorities of countries in receipt of Official Development Assistance.

To help deliver this strategy, we are looking to grow our team of volunteers (www.gfgd.org/team). **We welcome applications from those at all stages of their career (student to senior professional), and particularly welcome applications from groups currently underrepresented in the geoscience community.**

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). Roles are also all remote, with internal communication / meetings done using virtual tools. An anticipated commitment is stated for each role in the form of hours per week. There is a lot of flexibility, with most team members working more hours some week and less hours other weeks.

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:

- [Research and Analysis Lead \(member of the GfGD Senior Leadership Team\)](#)
- [Research and Analysis Assistant](#)
- [Research Output Coordinator](#)
- [Impact and Engagement Lead \(member of the GfGD Senior Leadership Team\)](#)
- [Global Student Network Assistant](#)
- [Training Coordinator](#)
- [Events Coordinator](#)
- [Executive Assistant](#)
- [Networks and Institutional Support Coordinator](#)
- [People and Policies Coordinator](#)
- [Communication Assistant \(Website Coordinator\)](#)
- [Communications Assistant \(Social Media Coordinator\)](#)

How to Apply: Applications should be emailed to info@gfgd.org by **9pm (BST) on 29 August 2022**, 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 person specification.

An individual's match to this specification will be used to generate a shortlist of applicants for interview. We aim to notify candidates about the outcome of their application by 9 September 2022. All personal information will be treated as set out in our [Privacy Notice](#). Please contact info@gfgd.org for informal queries about any of these roles.

In the event of a position not being filled, we welcome applications after the deadline stated above. We recommend contacting us before preparing an application.

Please note, we will also be welcoming applications for Research Associates later in 2022, a training opportunity where you will help to deliver specific pieces of research.

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
Research and Analysis Team			
1. Research and Analysis Lead*	<p>Set the agenda, develop, and coordinate our programme of impact-focused research projects, delivered through a range of mechanisms. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Identify appropriate research themes, that align with our strategy and existing portfolio of projects. ➤ Manage project teams that help deliver research and analysis aligned to these themes (e.g., literature reviews, data analysis), including oversight of the GfGD Research Associate scheme (to be launched in Autumn 2022). ➤ Oversight of quality control throughout the research process. ➤ Manage the work of the Research and Analysis Assistant and Research Output Coordinator. ➤ Contribute to the work of the Senior Leadership Team, including evaluating progress against our strategy and annual workplan and contribute to corporate policy development. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Identifying research themes through analysis and synthesis of difference sources. ➤ Designing and delivering research projects (at a postgraduate level). ➤ Integrating diverse sources to support analysis of complex themes. ➤ Communicating research findings in accessible/informative ways. ➤ Managing teams and/or volunteers. ➤ Contributing to grant proposals. ➤ Working on projects or outreach relating to the UN Sustainable Development Goals. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Using Theory of Change approaches to inform the design and dissemination of research. ➤ Working with researchers from different disciplines, and/or from different countries (particularly in the Global South). ➤ Delivering constructive feedback on and editing other people’s work. ➤ Proficiency in a language other than English (particularly French or Spanish). ➤ Coordinating grant proposals. 	<p>Anticipated Commitment: 5-6 hours/week</p> <p>Reports to: Dr Joel C. Gill (Executive Director)</p>
2. Research and Analysis Assistant	<p>Support the Research and Analysis Lead to coordinate and deliver a programme of impact-focused research projects. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Complete short scoping reviews to help identify future research themes, that align with our strategy. ➤ Assist project teams, students, and consultants working to deliver research and analysis on behalf of GfGD. ➤ Provide administrative support to the GfGD Research Associate scheme (to be launched in Autumn 2022). 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Designing and delivering research projects (at a postgraduate level). ➤ Undertaking various administrative tasks with careful attention to detail. ➤ Communicating research findings in accessible/informative ways. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Using Theory of Change approaches to inform the design and dissemination of research. ➤ Working on projects or outreach relating to the UN Sustainable Development Goals. ➤ Working with researchers from different disciplines, and/or from different countries (particularly in the Global South). ➤ Proficiency in a language other than English (particularly French or Spanish). 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Research and Analysis Lead</p>

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3. Research Output Coordinator	<p>Work closely with our Research, Impact and Engagement, and Communications Teams to support the production and publication of a variety of outputs from our work. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Write, edit, and/or review outputs derived from our research and analysis work. ➤ Coordinate international teams and external reviewers, to ensure the timely delivery of high quality, relevant outputs. ➤ Support effective internal communication between the Research and Analysis Team, and the Communications / Impact and Engagement Teams. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Communicating research findings in accessible/informative ways. ➤ Editing other people’s work ➤ Managing projects to ensure the timely deliverable of outputs. ➤ Preparing articles for scientific journals. ➤ Preparing briefing notes/reports, aimed at those shaping and making policy. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Working with researchers from different disciplines, and/or from different countries (particularly in the Global South). 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Research and Analysis Lead</p>
Impact and Engagement Team			
4. Impact and Engagement Lead*	<p>Build and lead a team focused on catalysing capacity and behaviour changes, from our research, to support the implementation of the UN Sustainable Development Goals. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Contribute to the development of project and programme level Theories of Change, to inform the design of delivery of appropriate engagement activities. ➤ Act as GfGD’s policy lead – coordinating submissions to relevant consultations, external reports, and policy events (particularly at the intergovernmental level). ➤ Manage the work of the <i>Global Student Network Coordinator</i>, the <i>Training Coordinator</i>, and the <i>Events Coordinator</i>. ➤ Contribute to the work of the Senior Leadership Team, including evaluating progress against our strategy and annual workplan and contribute to corporate policy development. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Using Theory of Change approaches to inform impact and engagement strategies. ➤ Engaging in policy processes. ➤ Managing teams and/or volunteers. ➤ Communicating research findings in accessible/informative ways. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Engaging at policy processes, at an international level. ➤ Working on projects or outreach relating to the UN Sustainable Development Goals. ➤ Working in multi-national, multi-disciplinary teams. ➤ Proficiency in a language other than English (particularly French or Spanish). 	<p>Anticipated Commitment: 5-6 hours/week</p> <p>Reports to: Dr Joel C. Gill (Executive Director)</p>

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5. Global Student Network Assistant	<p>Working closely with the Global Student Network Coordinator, you will help to develop and manage a new international forum for geoscience students interested in sustainable development. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Help manage the transition of our current (UK based) University Group Network into a Global Student Network. ➤ Develop resources and events to support the Global Student Network. ➤ Support those students taking voluntary leadership roles within the Global Student Network. ➤ Ensure activities within the Global Student Network adhere to our vision and values. ➤ Promote opportunities within and activities of the Global Student Network to an international audience. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Working with and coordinating activities for students in higher education. ➤ Working independently and within a team, demonstrating excellent time management and organisational skills. ➤ Using Microsoft Office. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Proficiency in a language other than English (particularly French or Spanish). ➤ Working on projects or outreach that links geoscience to the UN Sustainable Development Goals. ➤ Working with students in or from the Global South. ➤ Networking with academics and other professional geoscientists. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Global Student Network Coordinator</p>
6. Training Coordinator	<p>Develop a programme of marketable training opportunities, aligned with our internal skills base and strategic priorities, that help diverse groups understand and contribute to implementation of the UN Sustainable Development Goals. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Undertake research to help us understand the demand for specific courses and training. ➤ Map out relevant skills and knowledge and using this to design a training portfolio. ➤ Work with subject-matter experts within and beyond GfGD to develop impactful in-person and online courses (both facilitated and self-led). ➤ Work with the Business Development and Support / Communications Teams to help promote courses, and secure funding for open-access self-led learning programmes. ➤ Liaise with clients to solicit feedback, ensure their satisfaction with our service, and collate data to understand the impact of our work. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Contributing to the development and/or use of one or more types of learning resource (e.g., online course, in-person workshops, lesson plans, instructional videos). ➤ Working with stakeholders to understand their needs and satisfaction with services provided. ➤ Collecting data to evaluate the effectiveness of a product or service. ➤ Working independently and within a team, demonstrating excellent time management and organisational skills. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Facilitating workshops. ➤ Contributing to grant proposals. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Impact and Engagement Lead</p>

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7. Events Coordinator	<p>Develop a programme of events* (mostly, if not all, online) that share knowledge and catalyse impact from our research and analysis work. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Design a programme of webinars (4 to 6 in the first year), based on themes explored in our research and analysis. ➤ Coordinate all aspects of the delivery of these events, including soliciting speakers and other contributors. ➤ Liaise with the Research and Communications teams, to ensure good internal communication and programme coherence. ➤ Explore and coordinate the completion of any appropriate outputs arising from these events (e.g., internal or external reports, blog articles). <p>*Events should aim to share our learning with relevant stakeholders and interested parties, and provide a space for wider discussion. Examples of themes include: (i) what actions can support the professional natural hazards community in Central America? (ii) strengthening geoscience higher education to support sustainable development strategies, and (iii) why is geoscience missing from climate change education strategies?</p>	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Organising events (e.g., seminars, webinars, conferences). ➤ Communicating to diverse stakeholders, with the confidence and tact required to approach prospective speakers in high-profile roles. ➤ Using Zoom (and/or other online platforms). <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Contributing to research-focused conferences and events. ➤ Organising virtual-only or hybrid events. ➤ Working in multi-national, multi-disciplinary teams. ➤ Working on projects or outreach that links geoscience to the UN Sustainable Development Goals. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Impact and Engagement Lead</p>
Office of the Executive Director			
8. Executive Assistant	<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"> ➤ Provide project management and administrative support to the Executive Director and Board of Trustees. ➤ Improve internal communication, including coordinating our internal project management tool (Basecamp). ➤ Work with the various GfGD teams to monitor the progress of activities and ensure timely completion, followed by reporting to wider team. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Managing projects. ➤ Communicating effectively and diplomatically, both in writing and verbally. ➤ Working independently, with the confidence to approach and request information from all members of the GfGD team (including our Trustees). ➤ Taking accurate minutes and synthesising meeting actions. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Using online collaborative tools such as Basecamp. ➤ Identifying and implementing measures to strengthen data management and data sharing within an organisation. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Dr Joel C. Gill (Executive Director)</p>

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9. Networks and Institutional Support Coordinator	<p>Expand our global influence and reach, and the impact of our work, by creating new opportunities to share our outputs, resources, and services. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Coordinate, strengthen, and expand our involvement in various international networks. ➤ Work with the wider team to collate key outputs, messages, and resources that can support institutes in these networks. ➤ Share opportunities arising from our involvement in these networks with the wider team. ➤ Help the wider team get the most out of our current network memberships (e.g., Bond), to enrich their work. ➤ Manage and develop activities to help strengthen geoscience institutions in the Global South. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Representing an organisation at external events or meetings. ➤ Communicating effectively and diplomatically to external stakeholders, both in writing and verbally. ➤ Working independently, with the confidence to approach and request information from the wider team. ➤ Taking accurate minutes. ➤ Working as part of international teams. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Contributing to networks, committees, or working groups involving multiple organisations. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Dr Joel C. Gill (Executive Director)</p>
Business Development and Support Team			
10. People and Policies Coordinator	<p>Support the effective delivery of activities and impact of our work by ensuring the team have the support and resources required to thrive. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Develop and implementing an appraisals process; particularly supporting those with line management responsibilities to use this effectively. ➤ Manage our internal training programmes (both mandatory learning and career development). ➤ Act as the focal point for volunteers, supporting their involvement in our work. ➤ Manage administrative tasks for recruitment of new team members, and associated inductions. ➤ Support the Executive Director with the development and implementation of corporate policies. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Managing or supporting groups of volunteers. ➤ Handling sensitive, personal information – in accordance with recognised good practice and relevant legislation. ➤ Working with those of different nationalities. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Undertaking a HR function in a small to medium-sized charity of community organisation. ➤ Drafting corporate policies (e.g., on Diversity, Equality, and Inclusion; Safeguarding; Codes of Conduct) and/or supporting their implementation. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Viki O'Connor (Business Development and Support Lead)</p>

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Communications Team			
11. Communications Assistant (Website Coordinator)	<p>Work with the Communications Lead, Content Editor, and wider team to manage all aspects of our website. Tasks will include:</p> <ul style="list-style-type: none"> ➤ Ensure the website content accurately represents our current range of projects, seeking information from relevant teams as required. ➤ Improve the visuals used and structure of the website content, to ensure it accurately reflects our values, brand, and the accessibility of key information. ➤ Coordinate the upload of relevant outputs to the GfGD website, adhering to the requirements of our DOI provider. ➤ Increase visitors to the website through organic search (SEO). ➤ Collecting and sharing website use analytics for input into marketing and business development activities. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Developing content for use on organisational websites. ➤ Structuring website content to ensure accessibility and a good user experience. ➤ Managing the use of imagery on a website, in a way that adheres to copyright regulations and ethical good practice. ➤ Producing excellent written English, with attention to detail. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Using Squarespace (the current host of our website). ➤ Managing or helping to manage websites focused on disseminating outputs (e.g., reports, datasets, briefing notes). ➤ Preparing metadata for reports/publications. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Dr Laura Roberts-Artal (Communications Lead)</p>
12. Communications Assistant (Social Media)	<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"> ➤ Collate external relevant content, from diverse sources. ➤ Collate news/stories from GfGD activities, for social media. ➤ Create content that promotes audience interaction, increases GfGD's presence, drives traffic to the GfGD website and encourages audience participation ➤ Design and deliver effective and engaging campaigns, working with the Graphic Design Assistant. ➤ Use a social media tool to share content and analyse engagement. ➤ Assist with other activities as required. 	<p>The successful candidate for this role should have experience:</p> <ul style="list-style-type: none"> ➤ Managing corporate/organisational social media accounts. ➤ Producing excellent written English, with attention to detail. <p>It would be advantageous for the applicant to have experience:</p> <ul style="list-style-type: none"> ➤ Using social content tools, such as Post Planner, or the ability to learn quickly. 	<p>Anticipated Commitment: 4-5 hours/week</p> <p>Reports to: Dr Laura Roberts-Artal (Communications Lead)</p>
<p><i>* Members of the GfGD Senior Leadership Team.</i></p> <p>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) attend and contribute to team meetings, and (iii) act as an ambassador for GfGD, sharing our work with appropriate stakeholders and enhancing our reputation within the networks you operate in.</p> <p>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.</p>			