



BRITISH SOCIOLOGICAL ASSOCIATION

Part-time Public Engagement Development Officer

14 hours / 2 days per week equivalent

This is a time-limited post (18 months) in the first instance

The British Sociological Association (BSA) is the national subject association for sociologists in Britain. Our charitable aim is educational: to promote sociology. The trustees wish to recruit someone with a first or higher degree or equivalent in sociology and postgraduate experience in knowledge exchange or research to provide skilled support to help develop the Association's Public Engagement activities.

The appointment will be for 18 months in the first instance and the person appointed will play a key role in facilitating:

- a new BSA Sociology Youth Assembly, the first Assembly to be part of the BSA Annual Conference in 2018
- Knowledge sharing activities for BSA members based on the Research Excellence Framework
- Activities to communicate the positive impact of the research findings of sociologists to Government

This post offers an interesting career opportunity for a sociologist looking to establish connections and gain invaluable insight into public engagement, as well external frameworks within which the discipline of sociology and its national subject association find themselves.

***This post could be based at the BSA office or partly working from home and will involve visits to the BSA office and other venues**

Applications should be sent via email to kerry.collins@britsoc.org.uk by no later than midday Friday 17th February 2017.

Short-listed prospective candidates will be invited to interview at the BSA offices in Durham on Friday 3rd March 2017.

Interview panel will include: Chair, Public Engagement Director & CEO

For further information please email kerry.collins@britsoc.org.uk



JOB DESCRIPTION

JOB TITLE:	Part-time Public Engagement Development Officer
RESPONSIBLE TO:	Chief Executive
RESPONSIBLE FOR:	This post does not carry any supervisory responsibility
MAIN PURPOSE OF JOB:	To provide dedicated co-ordination and administrative support for the Public Engagement activities of the BSA as directed by the Public Engagement Director (trustee) and with the guidance of the Chief Executive

DUTIES:

- Provide efficient and effective co-ordination and administrative support for the Public Engagement activities of the BSA including support for the Public Engagement Working Group
- Play a key role with the development, delivery and evaluation of Public Engagement activities in line with current strategic priorities which may change over time.
- Key current activities in the trustees' three year strategic plan for 2017-19 which this post will facilitate are:
 - A BSA Sociology Youth Assembly (this post will facilitate the first Youth Assembly at the 2018 BSA Annual Conference, Northumbria University, including contacting schools, colleges and universities in the North East to suggest ideas for programme content and recruit attendees for the event)
 - Knowledge sharing activities for members based on the Research Excellence Framework including assisting with a myth busting exercise using BSA and other academic networks to communicate facts
 - Knowledge sharing activities to communicate the positive impact of research findings of sociologists to Government

- Assist with the co-ordination of responses to consultations including their submission e.g. to HEFCE
- Co-ordinate the submission of ad hoc Letters and Statements from the BSA Board of Trustees e.g. to Parliament, University Chancellors
- Assist with the preparation of Public Engagement-related papers for the Board of Trustees and other key BSA meetings
- Assist the President with Public Engagement activities
- Attend the 2018 Youth Assembly and occasionally other BSA events e.g. BSA Annual Conference which is held in different locations in the UK each year
- Undertake any other duties as required by the Chief Executive

ABOUT YOUR JOB:

- This is a support role for the Public Engagement activities of the Association which are strategically set by the Board of Trustees
- Currently, one of the trustees leads on Public Engagement activities working with a Public Engagement Working Group and you will work closely with that trustee, the Working Group members and the Chief Executive
- You will be part of a small team of employees and advisers that support the work of the BSA and foster excellent working relationships with your colleagues
- You will liaise specifically with the BSA's Media Consultant and Website/IT Officer to ensure a joined-up approach to Public Engagement

KEY CONTRACTUAL ELEMENTS:

- This is a part-time post (14 hours / 2 days per week equivalent)
- This post may be based in the BSA office or partly working from home and will involve visits to the BSA office and other venues
- The salary for this post is £30,000 pro rata
- The annual holiday entitlement is 30 days pro rata, including four additional 'customary' days normally allocated at Christmas, plus all public holidays
- The appointment is subject to 2 months' notice on either side, with a probationary period of 6 months

PERSON SPECIFICATION:

- First or higher degree or equivalent in sociology and postgraduate experience in knowledge exchange or research
- Proven ability to extract and summarise complex subject-specific material into forms suitable for either a subject-knowledgeable reader or the general public
- Proven ability to establish and maintain effective working relationships at all levels
- Proven ability to work independently and with a high degree of accuracy
- Strong project management and organizational skills
- Excellent oral communication skills
- Excellent IT skills, including web/social media