



British Society for Neuroendocrinology

Job description

Job title: Society Support Officer

Reports to: Senior freelance

Hours: by arrangement, about 40-50% FTE, with flexible timing, but over at least four days per week

The Society

The BSN is a long-established society with around 550 members, about one third of which are based outside the UK. The BSN runs an annual meeting and has a successful international journal, the *Journal of Neuroendocrinology* (JNE), which is published for the BSN by Wiley. It also has a significant programme of grants and awards.

Overall purpose of role

To support the Trustees in delivering excellent service to members, working with Trustees and other volunteers, and also with freelances and with the Royal Society of Biology (RSB), who carry out membership processing, web site and finance services for the BSN. There may also be liaison with Wiley, who publish the *Journal of Neuroendocrinology* (JNE).

Main responsibilities

Member services

To manage and promote membership by such tasks as:

- Tracking membership statistics over time and producing graphical reports
- Reviewing membership data each summer and contacting members who should have upgraded
- Sending a personal letter to lapsed members after the routine renewals have finished
- Keeping membership standard letters up to date in liaison with RSB
- Providing support to the Grants Secretary with administration of grant applications
- In liaison with the freelance Communications Officer, updating the monthly communications statistics spreadsheet, and preparing a brief report quarterly
- Routine web updates and social media posts

Conferences/events

To provide administrative support by such tasks as:

- Providing administrative support for the LOC
- Ordering promotional materials for the annual conference, making logistical arrangements for the BSN stand, and staffing the stand
- Ensuring plenary sessions are recorded and videos sent to the Communications Officer

- Preparing the programme and abstracts for the web site and app
- Carrying out administration for webinars or other events

Governance

Administrative management of the Committee and Sub-committees by such tasks as:

- Assisting with scheduling meetings, drafting agendas and proof-reading minutes
- Following up to ensure agreed actions are undertaken
- Maintaining timetables for Committee and Early Career Researcher (ECR) elections
- Ensuring the Charity Commission web site is kept up to date with regard to changes to the Trustees; keeping the RSB informed of changes
- Maintaining the lists of Committee/Sub-committee terms, contacts, and personal information

Projects:

Assisting or managing, as required, special projects, eg:

- Administration and analysis for the biennial EDI survey
- Administer the mentorship scheme in liaison with the ECR Trustee
- Administer/manage other projects as they arise

Finance:

- Maintaining records of sums and due dates for regular payments to other bodies and ensuring correct payments are processed in a timely manner
- Ensuring invoices to Wiley (2/year) are raised on time
- Obtaining quarterly accounts from the RSB and carrying out an initial check
- Obtaining quarterly investment reports and circulating
- Dealing with queries from the RSB regarding banking and ensuring mandates are updated when key personnel change
- Keeping track of insurance for professional liability and annual conferences and ensuring they are renewed as appropriate

Essential skills:

- Either experience of working for a learned society or an understanding of societies gained as a bioscience student/academic
- Good written and verbal articulacy
- The ability to work productively with a range of people, including senior academics
- The ability to manage projects and to multitask
- A mature attitude
- Good general IT skills

Desirable skills:

- Experience of membership, conference and/or grants administration
- Experience of working in a bioscience environment

The job description outlines the main duties of the position and is designed for the benefit of both the post holder and the BSN in understanding the post. It should be seen as a guide and not as a permanent, definitive or exhaustive statement.

The BSN is an inclusive community and welcomes applications from all backgrounds.

British Society for Neuroendocrinology, Registered Charity 1163115

www.neuroendo.org.uk

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