



The Geological Curators Group needs YOU!

Charity trustee vacancy – Communications Coordinator

Please see the information [here](#) for background to the role and further information about how GCG works.

We are seeking to fill a new post on our committee, the Communications Coordinator. This post brings together and oversees all of our current communications including our blog, newsletter and social media, as well as reviewing our current mailing lists in order to consolidate and develop our membership, ensuring that GCG produces consistent messaging and builds profile.

Specification

Purpose: To oversee all of GCG's communications and ensure regular news output with consistent messaging.

Key relationships: Blog editor (non-trustee role), Newsletter Editor (non-trustee role), Journal Editor, Web Coordinator, Programme Coordinator, Membership Officer (non-trustee role), Collections Coordinator

Average time commitment: 80 hours pa

Main tasks:

- Review current communications including mailing lists (membership communications and JISCmail), as well as the newsletter, blog and current social media to suggest a communications strategy
- Oversee publication of the newsletter (<https://www.geocurator.org/resources/17-coprolite>), blog (<https://www.geocurator.org/blog>) and regular social media posts (Facebook page <https://www.facebook.com/GeologicalCuratorsGroup/> and group <https://www.facebook.com/groups/376700195784835/>, Twitter <https://twitter.com/originalgcg>)
- Publish more regular news stories, for example when an interesting new paper is published in our journal (<https://www.geocurator.org/journal>), or we are running an event
- Work closely with the Collections Coordinator in order to promote a variety of collections, tell their stories, and gather new members

You would also be a press contact should the need arise. Any press release would come from the Group as a whole rather than you as an individual, but please consider if this would cause a conflict of interest with your employer or other linked parties.

Please note that the work would be spread across the tenure of the post, and you would not be expected to deliver all of these functions yourself unless you wanted to. The structure of GCG allows for volunteers (also known as officers) to help with specific tasks, and currently there are other Trustees delivering the blog and newsletter. The Communications Coordinator is one of 12 Trustees of GCG, and work can be spread further across the committee if appropriate.

About you

You should be proactive and organised, with experience with and passion for geological collections. Some experience in communications or management would be advantageous but not essential. This is a new role and it will be supported to develop and grow.

How to apply

If you would like to informally discuss the role, in the first instance email our Secretary, Emma Bernard, on secretary@geocurator.org, or feel free to contact anyone on committee here <https://www.geocurator.org/committee> (please note that this is the existing structure before it is tweaked slightly for the new CIO). If you would like to apply, please write a paragraph or two (no more than 200 words) on why you are interested and what you feel you would bring to the role, and send it to secretary@geocurator.org. Please also give the details of one referee. Where a referee cannot be supplied, please give a reason. To better serve our members and the sector, we particularly welcome and encourage applications from candidates of all backgrounds.

The candidate would be subject to a vote of approval at the AGM on 30th November 2021, where, if successful, their role would officially begin. Should there be a choice of candidates, we will anonymise candidate information as far as possible before presenting it to the members for a vote. We do however encourage interested parties to come forward as soon as possible, and certainly by the **deadline of 5th November 2021**.