



**ROYAL
ECONOMIC
SOCIETY**

Royal Economic Society

Programmes Officer – Job Description

Job Summary

Title: Programmes Officer

Reports to: Member Operations Director

Location: Our offices are based in Westminster, Central London and we currently have a hybrid model of working. Occasional travel to meetings within the UK may be required. Full information can be provided on application.

Hours: Part-time 0.5 FTE

Job Type: 1-year fixed term – with potential to extend subject to funding

Salary: £26-£30k dependent upon experience (pro rata)

Job Overview

A unique opportunity in a varied role to make a real difference to the Society's Diversity agenda. This postholder will provide programme and administrative support to the Member Operations Director, supporting two Networks. The [Diversity and Inclusion Network](#) as part of the [Diversity & Inclusion Programme](#) and the [UK Women in Economics Network](#), reporting to the [Women's Committee](#)

Society Background

Our purpose is to promote the study of economic science. With over 3,000 individual members worldwide and a dozen organizational members, we are one of the oldest economic associations in the world. We are a registered charity and membership is open to anyone who shares our aims and objectives. The Society publishes two scientific journals - The Economic Journal and The Econometrics Journal – containing high quality peer-reviewed papers from an international authorship.

Our popular annual conference provides a forum for research, debate, and networking. We also provide resources for economists and support for education and the training of students, teachers and researchers. Increasingly we are focused on improving the public understanding of economics through engagement with schools and the wider public. Promoting equality, diversity and inclusion within the discipline is a key strategic objective of the Society.

Job Description

Key Responsibilities

- Support the Diversity & Inclusion Network and UK Women in Economics Network (UK WEN) meetings and initiatives, working with the Member Operations Director, Diversity Champion, Women's Committee Chair, UK WEN Chair and others members of the UK WEN Steering Committee.
- Working with initiative leads on event coordination and administration.
- Creating and supporting the internal and external communications to facilitate and promote the initiatives, working with the Digital Communications Officer and social media volunteers.
- Maintaining the website pages related to the post, coordinating resources from Network members and working with the relevant Steering Committees to ensure the information is accurate and accessible.
- Gathering data related to the impact of the diversity initiatives, reporting this back to the initiative leads.
- Provide administrative support to maintain the network lists and distribute relevant communications to Network members.
- Support other activities that fall within the RES Diversity and Inclusion agenda.

Person Specification

Essential Skills

1. Degree level of education or equivalent
2. At least 2 years experience working in programme support or administration
3. Strong organisational, administrative skills and significant experience MS Office packages
4. At least 1 years experience of using CRM and CMS systems
5. Experience of evaluating and reporting on activities
6. A strong commitment to promoting diversity
7. Excellent written and verbal communication skills
8. Excellent interpersonal skills, dealing with a range of stakeholders in a professional engaging manner
9. Ability to work well within a team, with a flexible can-do approach to work
10. Ability to work independently and prioritise workload

Desired Skills

1. Experience of promoting diversity, equality and inclusion.
2. Experience of coordinating events or outreach activities
3. Knowledge of and enthusiasm for economics

Application Process:

Please send your CV along with a personal statement outlining how you meet each person specification point. Applications that have not linked the personal statement to the person specification points will not be considered. Applications should be emailed to officemanager@res.org.uk by 9am Thursday 2nd March. Late applications will not be considered. Interviews will take place week commencing the 6th March 2023.

Enquiries: For further information, or if you require any reasonable adjustments in submitting your application, please contact the Office Manager via e-mail at officemanager@res.org.uk.

The Royal Economic Society is committed to equality and valuing diversity.

Please note, no agencies.