

EXECUTIVE SECRETARY POST: FURTHER PARTICULARS

A. Job Purpose

The Executive Secretary is responsible for moving forward the day-to-day activities in pursuit of the work of the Society which is to cultivate the science of natural history as outlined below:

- a) The Society is an educational charity, whose trustees are elected members of Council (and of which the Executive Secretary is the *ex officio* secretary)
- b) It publishes three international scientific journals, a Fellows' newsletter (*The Linnean*), a set of identification guides and occasional scientific and natural historical publications
- c) It maintains a library of over 250,000 volumes, with an on-line catalogue
- d) It organises over 20 meetings a year of varying duration
- e) It maintains historic collections of unique scientific value, now being made accessible through web based resources

Details of the activities of the Society can be found elsewhere on the website: www.linnean.org

B. Main Duties

1. The Executive Secretary shall have oversight of all the Society's activities especially:
 - ensuring the staff (currently 11+) of the Society meet, as far as practicable, the needs of the Society in carrying out its aims
 - promoting and serving the Fellowship and welcoming all visitors to the Society
 - overseeing the care and maintenance of its Collections and their accessibility
 - ensuring the stewardship and security of its finances and other assets, including its property and facilitiesHe/she shall be responsible to the Treasurer.
2. The Executive Secretary shall be expected to
 - support the work of the Council and its major Committees – Collections, Editorial, Finance and Programmes
 - liaise with and support the various Editors of the Society's publications and Honorary Curators of the Collections through the Committee chairpersons
 - He/she will be responsible for setting up and organising an annual programme of meetings with the Programmes Committee, as agreed by Council, including the Anniversary Meeting in May
 - He/she will attend all such meetings, as far as possible
 - He/she will assist in administering the Society's grants, medals and awards

3. The Executive Secretary shall also be
 - an advocate for the Society in its external relationships with other organisations and societies in the UK and abroad
 - expected to play a role in fundraising for significant projects that advance the Society's long-term strategy

Some regular evening and occasional weekend work will be necessary.

4. The Executive Secretary shall ensure
 - that the Society conforms to the requirements of the laws applying to it and those regulatory bodies set up within the law e.g. The Charity Commission, the Health and Safety Executive, the Home Office and Westminster City Council
 - He/she will be responsible for contracts of employment and all other contracts

C. Qualifications

An appropriate degree or equivalent is essential.

D. Knowledge and Experience

Proven administrative ability, enthusiasm, and a sympathetic and flexible approach to a small, caring and intimate environment are essential, as is a basic knowledge of IT (the Society uses MS Office, with MS Access). An understanding of employment issues, health and safety, intellectual property rights, some grasp of accounts, charity law, facilities management and modern security systems are also desirable. Training will be provided in some of these areas.

E. Other Information

Applicants should note that the Society has a pension provision for its staff. It cannot assist with the purchase, lease or rent of accommodation. 25 working days paid holiday (equivalent to 5 weeks) are granted to all staff at mutually agreeable times, in addition to statutory bank holidays. Under certain conditions, loans for season tickets are available.

F. Salary

£35,000 - £40,000 depending on experience.

G. Application

Application is by CV with a covering letter to The Treasurer, The Linnean Society of London, Burlington House, Piccadilly, London, W1J 0BF, or by email (Priya@Linnean.org). Closing date for applications is 12th May 2008. With interviews held in late May/early June. Applicants need to show evidence that they have the right to work in the UK.

The Society strives to be an equal opportunity employer