Job description for Engagement & Careers Officer

Job title: Engagement & Careers Officer

Accountable to: Programme Manager (Research), working within the External Affairs team

Salary: £31K - £35K

Location: Remote, with office space in London available two days a week. Occasional travel is required.

Contract: Permanent, full time, 35 hours per week. Full or part time from 4 days a week.

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery in immunology and make a positive impact on health. With over 4,400 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery and public health.

Driven by our values and behaviours, we are a high-performing, ambitious and forward-thinking organisation, who value teamwork and collaboration. We encourage applications from individuals from all backgrounds who are inspired by our values and behaviours.

Scope and purpose of the role

The Engagement and Careers Officer will be responsible for the development and execution of public engagement and careers activities for the Society, including implementing our public engagement strategy, running our grants schemes and developing resources to support the career development of our members.

The BSI is an influential and authoritative voice for immunology, a key scientific and health field that plays a central role in many of the most pressing global health challenges we face, including research into the COVID-19 pandemic, developing new treatments and vaccines, which have saved many millions of lives, and supporting ageing populations to experience healthier lives for longer. As Engagement & Careers Officer, you get to work at the heart of this exciting discipline, using your knowledge and skills to drive our work in promoting knowledge and understanding of immunology to the public as well as running sector-leading initiatives to support the career development of our members.

This is a fantastic opportunity for someone with excellent communication and organisational skills and a passion and understanding for science, who is looking for an exciting new challenge to build their skills and experience through impactful and high-profile projects in the charity sector.

Specific duties and responsibilities

Public engagement activities

- Oversee the implementation of the BSI’s public engagement strategy. This includes:
Run the BSI’s Communication and Engagement Grant scheme, including overseeing the review process and ongoing evaluation.

- Develop a range of resources to aid the public’s engagement with, and knowledge about, immunology
- Build on our online engagement presence including the public facing element of our website and engagement projects via social media
- Deliver community engagement activities through ongoing collaborations
- Support BSI members in public engagement work including connecting them to existing activities and signposting to resources
- Organise and attend in-person engagement events around the UK if required
- Work closely with our Regional & Affinity Groups to support their engagement activities

- Keep up to date with relevant developments and network in science and health public engagement

**Careers activities**

- Run the career-related BSI grant schemes including the Career Enhancing Grant, Medical Elective Grant, Equality, Diversity & Inclusion Activity Grant and Carers’ Grants. This includes overseeing the review processes and ongoing evaluation of the schemes
- Run the BSI mentoring scheme, including recruitment, ongoing monitoring and evaluation
- Oversee the editorial development of the BiteSized Immunology online resource, reviewing existing content and creating new content
- Ensure the Society has up-to-date and engaging resources on careers in immunology
- Assist in the provision of immunology careers activities and resources aimed at clinicians, through collaboration with the BSI Clinical Immunology Professional Network
- Keep up to date with relevant developments and networks in immunology careers

**Partnership activities**

- Support the Programme Managers in providing tailored engagement and careers activities for client research consortia

**Communications**

- Respond to enquiries received by the engagement and careers team
- Work with colleagues in communications to keep members informed of our engagement and careers work. This includes updating our website, writing articles and organising sessions at our conferences.

**Other responsibilities**

- Undertake any other reasonable duties which may arise occasionally and which are commensurate with the general level of the post and as requested by your line manager
- Represent the BSI at external events, which may involve national travel and occasional weekend working
**Person specification**

**Education and experience**

*Essential*

- Graduate or postgraduate qualification, ideally in a science-related subject
- An understanding of the need for and benefits of public engagement with research and knowledge of good public engagement practice
- Experience of delivering public engagement programmes/activities
- Strong level of IT literacy

*Desirable*

- Additional academic qualification in science communication
- Experience of working in the science careers sector
- Understanding of the needs, opportunities and challenges facing immunology
- Knowledge of membership organisations and learned societies
- Experience of working with committees and with volunteers

**Skills & capabilities**

*Essential*

- Strong interpersonal skills, with ability to build relationships across organisation and with other stakeholders
- Excellent written and verbal communication skills with the ability to communicate effectively in a wide range of media and to diverse audiences
- Excellent organisational and administrative skills, with meticulous attention to detail
- Strong project management skills, with ability to work independently across multiple projects and overlapping deadlines
- Strong presentation skills to represent our organisation at external events both in terms of giving talks and staffing exhibition stands
- Highly self-motivated, capable of working independently as well as collaboratively
- Demonstrates positive and collaborative attitude across all aspects of work, with a proactive and solutions focused approach
**BSI Values and Behaviours**

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

We are:

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<thead>
<tr>
<th>Ambitious and committed</th>
<th>Evidence-based and responsible</th>
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<tbody>
<tr>
<td>Solution focussed</td>
<td>Promoting science</td>
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<tr>
<td>High performing</td>
<td>Creating a platform for experts</td>
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<td>Forward thinking</td>
<td>Championing immunology</td>
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<tr>
<td>Determined</td>
<td>Act with integrity</td>
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<tr>
<td>Driven</td>
<td>Reflect and learn</td>
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<tr>
<td>Realistic</td>
<td>Rigorous</td>
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<table>
<thead>
<tr>
<th>Collaborative and inclusive</th>
<th>Agile and energetic</th>
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<tr>
<td>Compassionate and supportive</td>
<td>Courageous</td>
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<td>Fostering new partnerships</td>
<td>Acting decisively</td>
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<td>Valuing and seeking opinions</td>
<td>Flexible</td>
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<td>Open minded</td>
<td>Proactive</td>
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<td>Respecting and promote diversity</td>
<td>Enthusiastic</td>
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<td>Communicate clearly</td>
<td>Empowering</td>
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