

JOB DESCRIPTION

JOB TITLE: BioMedia Meltdown Project Manager

TERMS: One-year fixed term contract, commencing April 2017

Based in Wimbledon, at the The Linnean Society's offices in Toynbee House

JOB PURPOSE:

- Primarily, to be responsible for the co-ordination, delivery and reporting of The Linnean Society of London's BioMedia Meltdown Project, funded by John Lyon's Charity
- Secondly, to support the Society's educational initiatives, liaising and collaborating with other members of the Education team

MAIN RESPONSIBILITIES AND DUTIES:

These are the key responsibilities of the job. Occasionally you may be asked to participate in events and duties that support The Linnean Society of London as a whole

- To co-ordinate and deliver The Linnean Society of London's BioMedia Meltdown (BMM) Project, funded by John Lyon's Charity, developing targeted resources and workshops as per the project plan, as well as the end-of-project Celebration Event
- To liaise and collaborate with the former BMM Project Manager (who will provide mentoring) and the Education & Public Engagement Officer to ensure the BMM project and associated educational materials remain in line with the aims of the Education team and the Society's Education Strategy
- To ensure that the BMM project remains on schedule and within budget, ensuring all project-related expenditure is appropriately coded for financial reporting
- To monitor and evaluate the BMM project, providing written reports as required to the Society's Education Committee/Officers/Council, as well as liaising with and providing reports to John Lyon's Charity
- To maintain, promote and develop the BMM project educational materials on the Society's website and other media
- Enhance the awareness of the Society's BMM resources among educational professionals and the general public
- To attend the meetings of the Society's Officers and Council, Education Committee and Education Working Groups as required
- To collaborate with the Education team to support the Society's educational initiatives as a whole, as and when required. This may include developing, evaluating and promoting resources, providing written reports, managing social media channels, attending or running educational events and activities, liaising with and identifying collaborators, and promoting Linnean Learning and the Society among the general public and educational professionals

Where possible:

- To represent The Linnean Society of London at local, regional or national events, including participation at evening and weekend events as required, in order to widen public engagement with the educational resources of The Linnean Society of London
- To maintain and develop personal links related to the educational agenda consistent with the post holder's expertise

Project Plan (cover letter) and budget as submitted and approved by JLC to be appended