



# Network Development Officer

## (part-time for 6 months)

### Application pack

#### About the Society

The Learned Society of Wales (LSW) is Wales' national academy. We champion excellence across all academic fields and beyond. We use the knowledge of the Society's experts to promote research, inspire learning, and provide independent policy advice. A Royal Charter charity with more than 550 Fellows, LSW is highly regarded as an authoritative, independent, and credible voice in Welsh public life.

Our current five-year strategy (2018-23) focuses on four key objectives for the Society:

- 1. Champion research**  
Deliver high-quality events, celebrate excellence, and offer platforms for early-career researchers
- 2. Contribute expertise**  
Coordinate expert responses to consultations, support evidence-based policymaking, and harness our expertise to 'lead the conversation' in key areas
- 3. Promote learning and debate**  
Communicate our Fellows' achievements, support schools and colleges, and develop public discussion of important issues
- 4. Develop the Fellowship**  
Increase Fellows' involvement in our work, elect a wider range of Fellows, and work with organisations that promote diversity

#### Summary of post

The job of the **Network Development Officer** is to develop the activities and reach of the Society's national network for Early Career Researchers. Established in summer 2020, this is a free-to-join email network with over 750 members. The members encompass all the universities in Wales and many disciplines; they range from PhD students to senior lecturers.

Building on two successful seminars, the Officer will organise further events for members, including opportunities for networking and collaboration. They will also develop the network's reach and presence – identifying disciplines or institutions which are under-represented and building the membership in those areas. Finally, they will help develop a clearer identity and brand for the network.

This post will be a job-share with our existing Network Development Officer, who is already working one day a week on these activities. The duties described below will be carried out by the two Officers collectively; we will work with you both to allocate work appropriately and support you.

The Society's office in Cardiff is closed for the foreseeable future, so this role is currently home-based.

## Key facts about this role

<b>Salary</b>	£20,130 pro rata (£4,026 actual salary over 6 months)
<b>Line manager</b>	Chief Executive
<b>Employment terms</b>	This is a part-time, fixed term position for 6 months from the date of appointment. A 6-week probationary period must be satisfactorily completed before the appointment can be confirmed. Once confirmed, either side may terminate the appointment by not less than 1 month's written notice.
<b>Hours</b>	14 hours (2 days) per week, usually worked between Monday-Friday. There is scope for flexible working; the pattern of hours will be agreed with the line manager before the job starts.
<b>Annual leave</b>	The basic leave allowance is 35 hours over 6 months, to be taken as agreed with the line manager. In addition, you will have a pro rata proportion of public holidays and 'customary days'.
<b>Travel</b>	Costs will be reimbursed for any required travel, but the role is mostly office-based.

## Key duties

### Delivery of Early Career Research events

You will support members of the network by organising seminars and networking events. Working with other key staff members, this part of the job will include:

- Agreeing speakers and other participants, liaising with them during the planning process, and briefing them on event arrangements
- Agreeing dates/times, booking Zoom meetings and keeping other team members informed of the calendar
- Setting up event registration on Zoom
- Writing descriptions of events and arranging translations
- Informing the network about events using our mailing list, social media and email contact with relevant individuals
- Organising event timetables, post-event surveys and any other information that might be needed
- Arranging social media coverage and uploading of event videos

### Developing the network's communications

This includes:

- Being the main contact person for enquiries about the network
- Identifying events, awards and other opportunities of interest to network members, and preparing and sending a monthly MailChimp bulletin to highlight them
- Developing a clearer identity for the network within the Learned Society for Wales, including website pages and social media presence

- Passing relevant information to the Communications Officer for inclusion in the Society’s wider bulletins/social media work
- Ensuring that we cater for both Welsh and English speakers, and that communications conform with the Society’s bilingualism policy

### Increasing the network’s reach and usefulness

This includes:

- Preparing and circulating questionnaires to improve our understanding of the network’s membership, elicit feedback on events and gather views on future activities
- Identifying gaps in membership from different institutions, academic disciplines and other characteristics
- Engaging with under-represented groups in order to increase diversity of membership
- Engaging with universities and other organisations working with Early Career Researchers, to identify potential opportunities for collaboration and ensure our offer is distinctive

### Other duties

- Take part in staff team meetings and take an active interest in the Society’s overall activity plans
- Carry out other duties as reasonably requested by the Chief Executive

<b>Person Specification</b>			
	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge and experience</b>	Experience of working in higher education as a teacher, researcher or research support worker	✓	
	An understanding of the research sector in Wales and of early career researchers’ interests, opportunities and challenges	✓	
	Experience of organising events and/or meetings, including online events		✓
	Experience of producing email newsletters, social media and other communications content		✓
<b>Skills, abilities and attitude</b>	Able to communicate clearly and engagingly to diverse audiences, preferably in both English and Welsh	✓	
	Confident in reaching out and establishing new relationships, including with those outside your own area of expertise	✓	
	Able to work accurately and efficiently to fixed deadlines, prioritising tasks as needed	✓	
	Able to think creatively, solve problems and make recommendations for improvement	✓	
	Strong IT skills, especially in Microsoft Office	✓	
	Commitment to / interest in the Society’s mission and aims		

This post is possible thanks to funding from the Higher Education Funding Council for Wales.

## How to apply

- If you would like more information before deciding whether to apply, please contact Martin Pollard ([mpollard@lsw.wales.ac.uk](mailto:mpollard@lsw.wales.ac.uk)) to arrange an informal discussion.
- You must make your application using the official LSW application form. Please provide all relevant information on the form, as we will not consider CVs or cover letters as part of your application. Please ensure that you save the final document in Word or PDF format.
- When you write the Supporting Statement, please let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible). We recommend that you cover each of the criteria in order, using it as a heading; this will help us assess your application more easily. You should also tell us **why you are interested in this post**.
- Please email your application to **Amanda Kirk** ([akirk@lsw.wales.ac.uk](mailto:akirk@lsw.wales.ac.uk)) by **12.00 noon on Wednesday 21 April**.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://www.smartsurvey.co.uk/s/B1H26X/>  
This is anonymous and will not be considered as part of the application process.

## What will happen next?

- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before **09.00 on 22 April**, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
- We will assess the applications and select a number of candidates for interview. If we select you, we will contact you directly. **Interviews will take place on Zoom during the week beginning 3 May**. If you have not been invited to interview within three weeks of the closing date, please consider your application to be unsuccessful.
- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer.
- We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.