

Microbiology Society – Job Description for:

Job Title: Policy and Engagement Intern
Reports to: Policy and Engagement Manager
Location: 14-16 Meredith St, London, EC1R 0AB

1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at microbiologysociety.org

1.2 About you

The Policy and Engagement Intern will gain experience in progressing external scientific and higher education policy activities for the Society as well as promoting science policy issues and engagement to members of the Society.

The Intern will also support the Policy and Engagement Manager in the delivery of all of Council's strategic objectives, particularly in relation to advancing the understanding of microbiology and championing the contribution made by microbiology, our members and their work in addressing global challenges.

This internship also offers the opportunity to gain understanding and experience across a number of areas of the Society's work including science policy, science communication and the broader member engagement work of the Society. You will develop transferable skills in networking, science policy, events organisation and communication. You will meet and work alongside science professionals from a variety of organisations, as well as researchers working across diverse areas of microbiology.

1.3 Duties

Reporting to the Policy and Engagement Manager, the Policy and Engagement Intern will have the opportunity to:

- Document step by step the Society's organisational response to SARS-CoV-2 and compile case studies evidencing how our members have been involved in the response to the pandemic, through written submissions from members or interviews with members

- Engage with the Society's membership to help the Society to identify areas of microbiology (and potentially other topics relevant to the scientific community such as funding) that may have the potential to be 'hot topics' of public interest and media/Government focus
- Audit existing content and seek additional expert member commentary via interviews, Q&As and case studies to compile up-to-date information on these 'hot topics' for future dissemination
- Contribute to the Society's wider science policy and member engagement work, which may include attending policy meetings and events, conducting desk-based research and producing briefings, and writing for our blog and membership magazine

1.4 Knowledge and Skills

Essential

- Biosciences degree (or equivalent)
- Interest in science policy and communicating research to non-scientific audiences
- Research and analytical skills, with the ability to interpret and summarise complex information
- Ability to build effective relationships with key stakeholders and volunteer scientists engaging in the Society's activities
- Outstanding communication, writing and presentation skills
- Strong time management skills with the ability to prioritise work, working well under pressure
- Ability to work on own initiative as well as part of a high-performing team
- Awareness of the activities and value of scientific membership charities

Desirable

- Knowledge of microbiology and/or related areas of life science