

Microbiology Society – Job Description for:

Job Title: Grants and Professional Development Officer

Reports to: Professional Development 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 Grants and Professional Development Officer is responsible for supporting the delivery of the Society's professional development programme, with specific responsibility for the successful delivery of the Society's grants programme and Prizes portfolio.

The postholder will contribute to and support the Head of Membership and Professional Development in the delivery of all of Council's strategic objectives and particularly in relation to sustainability by increasing the emphasis on placing members at the heart of Society activities and growing future leaders.

1.3 Duties

Reporting to the Professional Development Manager, the Grants and Professional Development Officer will work collaboratively across the Membership and Professional Development team to deliver all of the Society's professional development activities, from conception through to completion.

Key responsibilities will include (but will not necessarily be limited to):

Strategic

- In collaboration with the Membership and Professional Development team, develop the strategic direction of professional development activities to deliver on all of the Society's strategic objectives, particularly in relation to sustainability of the organisation by increasing the emphasis on placing members at the heart of Society activities and growing future leaders
- Implement appropriate monitoring and evaluation processes across the whole professional development portfolio in order to evidence impact and value for money, and to determine how future professional development activities could be improved
- Building strong and productive relationships with members, partner organisations and other key stakeholders of the Society

Operational

- Delivery of the Society's grants programme, including application to award administration, promotion and evaluation
- Delivery of the Prize and Competition processes, from nomination to selection and presentation, including the Prize Lectures, Sir Howard Dalton Young Microbiologist of the Year competition, Microbiology Outreach Prize, Infection Science Award and other competitions and awards
- Supporting the delivery of the Society's Equality, Diversity and Inclusion activities.
- Monitoring expenditure within the professional development budget and supporting the grants audit process in collaboration with the Professional Development Manager
- Supporting the delivery of professional development sessions at the Annual Conference, ECM Summer Conference and other Society events in collaboration with the Professional Development Manager and Conferences team
- Coordinating the accreditation of Society events, including Annual Conference, ECM Summer Conference, and other similar meetings with relevant organisations, and in line with member requirements
- Liaising with the Marketing and Communications teams to ensure all professional development opportunities are clearly communicated to all audiences, including contributing to Microbiology Today and the Society's digital platforms
- Ensuring that all activities are appropriately branded and deliver optimum outcomes in terms of the Society's strategic objectives
- Other duties as determined by the Professional Development Manager from time to time

1.4 Knowledge and skills

Essential

- Degree in a relevant discipline or equivalent
- Strong organisational skills and meticulous attention to detail
- Strong project management skills with the ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Excellent communication skills both written and oral
- Excellent administration skills including proven ability to take accurate and informative meeting minutes
- Strong customer service skills
- The ability to work well individually and as part of a proactive and responsive team
- The ability to work well under pressure to ensure the smooth and efficient running of the Society's professional development programme

Desirable

- Relevant experience working in professional development or grant administration/management

- Understanding of higher education and the scientific research environment
- Experience of delivery and evaluation of grants programmes within a scientific environment, including handling review processes
- Excellent working knowledge of Microsoft Applications and experience of using database systems
- Interest in providing professional development for people at all career stages
- Interest in microbiology or related subjects