

## Scientific Committee on Antarctic Research Communications and Information Officer



### Job Details

Job title	Part-time Communications and Information Officer
Job reference	SCAR 2018/PO
Date posted	20 <sup>th</sup> September 2018
Application closing date	22 <sup>nd</sup> October 2018 6pm BST
Location	Cambridge, UK
Salary	The starting salary will be from £22,000 up to £25,000 pro rata depending on qualifications and experience
Working Hours	Half-time position (2.5 days) – with the possibility of increasing to 3 days per week in 2019
Package	Flexible working, pension scheme, generous holiday allowances
Type of Contract	Fixed Term Appointment to 31 <sup>st</sup> December 2020
Job category/type	Professional
Reporting to	SCAR Executive Director

### Job Description

#### **Scientific Committee on Antarctic Research**

Formed in 1958, the Scientific Committee on Antarctic Research (SCAR) is an interdisciplinary body of the International Science Council (ISC), and currently includes 44 member countries and 9 ISC unions. SCAR is a Company limited by Guarantee and registered as a Charity in the United Kingdom. The Directors of the Charity are the President and Vice-Presidents.

SCAR's vision is to be an engaged, active, forward-looking organization that promotes, facilitates, and delivers scientific excellence and evidence-based policy advice on globally significant issues in, from and about Antarctica. This is a crucial and exciting time for SCAR as the role of the Antarctic and Southern Ocean in the Earth System, and the importance of understanding and conserving Antarctic systems, gather momentum on the international scientific and geopolitical stages.

SCAR has established a Secretariat in Cambridge, U.K., staffed by an Executive Director, Executive Officer and Administrative Officer.

### **The role**

As the SCAR Communications and Information Officer, you will help us promote SCAR's activities both within the Antarctic research community and beyond. You will play a key role in growing our social media presence. You will also assist with preparations for SCAR meetings and conferences. You will support the smooth running of the Secretariat by further developing its internal information management systems and helping maintain SCAR's website. You should have at least a first degree in a science-related subject (or equivalent work experience) and ideally some experience of working within an office environment. Experience of working within a research environment would be an additional advantage. You will need to have excellent IT skills and to demonstrate good written communication skills. You will also need to be highly organised and be able to juggle multiple tasks at once, often to tight deadlines.

## **Key criteria**

### *Essential*

- A Bachelor's degree in a science-related subject (including social sciences) OR equivalent relevant work experience.
- Good written communication skills.
- Experience of using social media for promotion and dissemination of content.
- Excellent IT/technical skills and a high level of proficiency with Microsoft Office software (particularly Excel).
- Ability to rapidly familiarize with new IT systems and interfaces.
- Highly organized ; able to multitask and meet tight deadlines ; experience of working effectively within a team.

### *Desirable*

- Experience of writing content for the web.
- Experience of writing or editing information on technical subjects<sup>1</sup>.
- Experience of website maintenance/back-end website management.
- Experience of working in an office environment.
- Experience of working within an organization with links to polar science/earth sciences more broadly.

The successful candidate is expected to assume the post as soon as possible after the interview (to be held during the week of 5<sup>th</sup> November 2018).

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<sup>1</sup> a broad range of outputs are considered relevant – e.g. news articles, web content, press releases, internal operational documents and memos, research reports. Sole authorship is preferred ; if you need any advice please mail [info@scar.org](mailto:info@scar.org)

**What we can offer you**

- The opportunity to help facilitate vital international research on Antarctica and the Southern Ocean and to become a part of a vibrant international community.
- The opportunity to play a key role in shaping SCAR's communications within the Antarctic research community and beyond, to other research communities and wider publics.
- The opportunity to develop /refine valuable IT and communications skills as part of a small and friendly team.
- A beautiful and historic office setting in the heart of Cambridge at the Scott Polar Research Institute, home to a diverse community of researchers interacting closely with SCAR.

**Please ensure you read the Job Description and Person Specification (at [www.scar.org/about-us/vacancy/](http://www.scar.org/about-us/vacancy/)) for full details of the role and for application requirements.**

Informal enquiries can be made to the SCAR Secretariat via [info@scar.org](mailto:info@scar.org)

## SCAR Communications and Information Officer Job Description and Person Specification



### **THE POST**

Service Area: SCAR Secretariat

Post: Communications and Information Officer

Reference No.: SCAR2018/PO

Reporting to: SCAR Executive Director

### **Summary of post**

As the SCAR Communications and Information Officer, you will help us promote SCAR's activities both within the Antarctic research community and beyond. You will play a key role in growing our social media presence. You will also assist with preparations for SCAR meetings and conferences. You will support the smooth running of the Secretariat by further developing its internal information management systems and helping maintain SCAR's website. You should have at least a first degree in a science-related subject (or equivalent work experience) and ideally some experience of working within an office environment. Experience of working within a research environment would be an additional advantage. You will need to have excellent IT skills and to demonstrate good written communication skills. You will also need to be highly organised and be able to juggle multiple tasks at once, often to tight deadlines.

## **MAIN DUTIES**

### **External communications, for example:**

1. Growing SCAR's social media presence (Twitter, Facebook, LinkedIn).
2. Assisting with provision of content for the SCAR website as well as other material as required (e.g. news items).
3. Assisting with the development of other outreach material (e.g. publicity brochures).

### **Supporting the SCAR community, for example:**

1. Assisting with the preparation of papers for meetings, primarily those of the SCAR Delegates and SCAR Executive Committee.
2. Assisting the Secretariat with preparations for other meetings and conferences as required (e.g. SCAR Open Science Conferences).

### **Office support and information management**

Diverse tasks to facilitate the smooth running of the SCAR Secretariat, for example:

1. Assisting the Administrative Officer with routine office tasks (e.g. managing correspondence, making travel arrangements).
2. Assisting the Executive Officer with routine financial tasks e.g. processing of expense claims as required.
3. Keeping internal information resources up-to-date and accessible (e.g. shared electronic documents, key information databases).
4. Trialling innovative IT-based solutions to support areas 1-3.
5. Assisting the Administrative Officer with maintenance of the SCAR website and liaising with external providers.

## **APPLICATION REQUIREMENTS**

Applicants must submit, by the closing date, the following documents in full, to the SCAR Secretariat, e-mail: [info@scar.org](mailto:info@scar.org).

1. A *curriculum vitae* including the names and full contact details of at least two referees.
2. A covering letter explicitly addressing each of the key criteria.
3. An example of your written communication (in English) if available – e.g. any articles, web pages or other material you have written<sup>1</sup>.
4. A written submission of no more than 300 words on ‘Why SCAR matters’ aimed at a lay audience.
5. Proof of eligibility to work in the UK or a statement indicating that application for a work visa will be made.

Interviews will take place during the week of 5<sup>th</sup> November 2018. If you are unable to attend during that week or have any special requirements for interview, please contact the SCAR Secretariat by emailing [info@scar.org](mailto:info@scar.org).

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