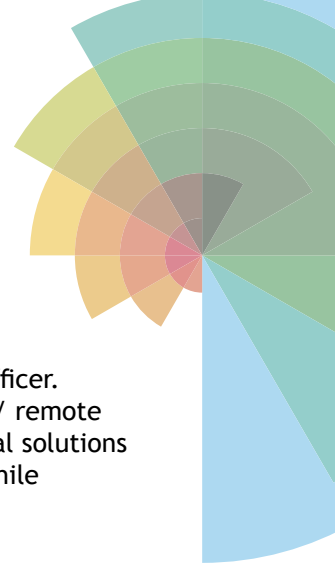


## Sustainable Conferencing and Communications Officer

Full-time

Based in Histon, Cambridge, UK



The Company of Biologists has an exciting opportunity for a Sustainable Conferencing Officer. The main purpose of this new role is to develop and share best practice for sustainable / remote conferencing. The post will primarily be responsible for piloting and facilitating technical solutions for sustainable conferencing that will support biologists to communicate productively while minimising their need to travel and the impact on the environment.

Responsibilities will include:

- Researching emerging technologies for remote delivery of talks and posters, networking and discussion groups, and interconnected hub conference designs.
- Generation of content for our channels (Twitter and YouTube) and website
- Management of the Sustainable Conferencing webpages
- Participation in events and on panels to build communities and grow awareness
- Sharing virtual and hybrid conferencing expertise gathered from the community with conference organisers
- Critically evaluating the success of projects, disseminating lessons that can be learned
- Encouraging and developing external collaborations
- Collaborating with in-house events team to align our own meetings with sustainability best practice.
- Collaboration with marketing to raise the profile of this initiative
- Involvement in wider sustainability projects across the company as required

What we are looking for:

- Likely to hold a degree or relevant professional qualification (ideally in Sustainability) and to be familiar with technical approaches and challenges of remote conferencing.
- A passion for environmental sustainability issues, with evidence of being able to work independently to research and understand relevant legislation and best practice.
- Experience in the areas of meeting organization and/or sustainability, community/team building.
- Ability to communicate at all levels confidently and effectively both verbally and in writing, able to understand the audience and write clear and engaging communications
- Excellent project management and IT skills - Word, Excel, PowerPoint and some knowledge of WordPress desirable
- Self-motivated with ability to work independently and manage projects with little supervision

This full-time role offers a competitive salary and benefits and is based in The Company of Biologists' attractive modern offices on the outskirts of Cambridge, UK. Some homeworking is possible.

The Company of Biologists ([www.biologists.com](http://www.biologists.com)) is a not-for-profit organisation that publishes three internationally renowned, established journals - Development, Journal of Cell Science and Journal of Experimental Biology - as well as two fully Open Access journals Disease Models & Mechanisms and Biology Open. The organisation has an active programme of charitable giving for the further advancement of biological research, including travelling fellowships for junior scientists and contributions to academic societies and conferences. In addition, the Company runs 6 annual international workshops for small groups and scientific meetings aligned to each of its major journals. This post is part of a new sustainability initiative recently launched by the Company and funds have been made available to adapt/develop and share new approaches to this increasingly important and much in demand field of sustainable conferencing.

The Company of Biologists is proud of its inclusive culture and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals

regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

Applicants should send a CV along with a covering letter that clearly states their relevant experience, current position, salary expectations and why they are enthusiastic about the post.

Please send applications by email to [recruitment@biologists.com](mailto:recruitment@biologists.com) using the reference SUST2022. Informal queries should be directed to Miriam Ganczakowski on 07582481691. Closing date for applications 27 January 2023.