



Enquiries and Retail Officer

The British Geological Survey (BGS) is one of the world's leading and forward thinking geological science institutes with a focus on both public good science and government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for an Enquiries and Retail Officer at our London office at the Natural History Museum.

You will deliver a front line service operating in the BGS London Shop providing over-the-counter sales of BGS and non-BGS publications and goods. This can be a busy public facing role, and you will be expected to multi-task the sales aspect of the role alongside delivering geoscientific information to a range of stakeholders and contributing to the BGS London-based enquiries and library services. The London team is small with just two full time members of staff who are backed up by temporary drop-in staff when appropriate. As such, you will be expected to be flexible in your approach and to assist with the operational running of the office. You will be required to deputise for the London manager and lead a small team in her absence.

You should be a graduate with a geological or environmental science degree, possess good communication skills and have an understanding of the geology of Great Britain. In addition, you should also have experience working in a busy museum or retail environment. Experience of MS Office applications is also essential.

Depending on qualifications and experience, full time starting salary will be £22,224 - £24,112 per annum plus a London Recruitment and Retention Allowance currently £4,500 per annum.

Full time working hours are 37 per week, Monday to Friday excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare voucher scheme, and 30 days annual leave plus 10.5 days public and privilege holidays.

Applications are handled by the UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc244021_7870.aspx and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867000, Please quote reference number IRC244021.

Closing date for receipt of application forms is 18th February 2018.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an *Investors in People* organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

