



ASSOCIATION OF APPLIED BIOLOGISTS

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Job Description

Job Title: COMMUNICATIONS AND MEMBERSHIP OFFICER

Post: Full time post at Grade E

Reports to: AAB Executive Officer

Job Function, Purpose and Objectives:

The AAB Communications and Membership Officer is a new role as the Association of Applied Biologists aim to expand the promotion of its activities and grow its membership.

The post-holder will be majority home-based with the rare visits to the AAB office at Warwick University and to other AAB Council activities around the UK.

The post-holder will be expected to travel to AAB organised events, mostly within the UK but also in mainland Europe. Each year there are ~10 AAB meetings usually taking place throughout the year outside of July and August. This will require overnight stays at the meeting venue.

The post-holder will work to the following objectives:

- To work together with the Executive Officer and Office Manager to communicate AAB organised activities that will include conferences, workshops and publications. This will include managing digital communications and social media strategy.
- To manage the AAB membership through regular communication of AAB relevant activities, management of the member database. In collaboration with the EO you will make strategic decisions to increase and retain AAB membership.
- To work with the EO in the planning and organisation of AAB events; including on-site delegate management and hybrid activities.
- To work with the AAB EO and AAB Conference Assistant to manage abstract submissions and preparation of abstract books for AAB events.
- Work with the EO and Council deliver the longer-term strategy to underpin the work of the AAB alongside the term-based strategic activities implemented by each President.

Main Areas of Job Activity

Lead communications of AAB outputs (40%)

- Design and implement marketing of AAB events through targeted emails and social media content aimed to maximise dissemination of upcoming events. This might involve liaison with other learned societies and research networks for co-promotion of events.
- Work with the EO to manage the AAB website, which is done via a Wordpress site

- Manage AAB social media accounts to promote all outputs, including upcoming events, publications and relevant activities by associated organisations.
- Work with EO and AAB Publications Manager to promote activities of AAB journals. This includes co-promotion with AAB activities, manage publisher contracts and explore new opportunities.

Membership Management (30%)

- Understand the needs of the AAB membership and to identify opportunities to add value in order to encourage new members and in membership retention.
- Maintain contact with membership through email and AAB web database.
- Attend three AAB Council meetings each year to discuss ongoing activities with Council. Work with AAB Office manager to schedule Council meetings.
- Join the EO to meet with AAB Specialist Group committees (<https://www.aab.org.uk/specialist-groups/>) up to 3 times each year to review past activities and plan new events. Depending on group leadership the post-holder will help with meeting scheduling and with taking the meeting Minutes.
- Working with the EO, the post-holder is encouraged to engage with external activities that enhance the visibility and reputation of the AAB. These relationships will depend on the past experiences of the post-holder

AAB Conference Organisation (30%)

Work with other members of the AAB Office team and conference organisers in the planning and delivery of conferences and workshops either live, virtual or hybrid.

- Work with EO to provide AAB conference information through the Cvent platform including design and updating of event homepages, setup and management of delegate registration pages.
- Work with EO to plan and attend AAB conferences. As the post-holder gains experience they may be asked to lead on-site conference organisation.

Person Specification

Education/Qualifications

Candidates should be educated to at least degree level in a biological (or related) subject. A higher degree and experience in the area of applied biology is desirable.

Experience

Candidates should have an interest in topics across all areas of applied biology; with a focus on agricultural and plant science.

Some knowledge of digital communications and social media.

Skills

Able to take responsibility, work independently and as part of a small team.

Able to meet tight deadlines, whilst maintaining a high quality of output and service.

Excellent written and verbal communication skills.

A high standard of written and spoken English is essential, along with sound computer skills.

Majority home-working with occasional travel to staff and council meetings and AAB events.

Character

Independent worker with initiative

Outgoing with collaborative nature and initiative

Able to engage with people of all ages and disciplines

Willing to embrace new technology and all potential modes for delivering objectives

Well organised

Post and Application details:

Please upload a **CV and Cover Letter** through the AAB website here ->

<https://www.aab.org.uk/conferences/apply-for-aab-position/>

Closing date for applications is **Friday March 28th 2025 at 12pm BST.**

We will invite applicants for interview in late April with a final decision hoped to be made by May 1st. We hope that the post-holder can begin as soon as possible after that date but we are flexible with starting date. Ideally we could like the post-holder to travel to Ghent, Belgium for the ICAR2025 meeting (www.icar2025.com) on June 16th-20th in order to gain experience with AAB meeting organisation.

This is a full-time role for which the post-holder will begin at Grade E1 (£34,512). The post-holder will be complete a three-month probational period. If this is passed successfully the role will be made permanent. The post has guaranteed annual increment increase to E5 with further progression dependant on specifics of the role. All relevant travel and accommodation will be reimbursed after events. On the job training is available in relevant software (such as Adobe Indesign and Photoshop) as well as in Event management and on Communication strategy. AAB provides an 8% pension contribution.

If you have any questions about this role please contact AAB Executive officer Dr Geraint Parry (geraint@aab.org.uk).

February 2025