

Executive Director – Job Description



Managing staff and volunteers

- Manage 3+ part-time staff, working virtually, including permanent, temporary and freelance posts, and any volunteers
- Monitor progress/tasks and priorities
- Recruitment as necessary

Financial management and liaison with Board of Directors

- Control of core and project budgets
- Ex-officio member of the Board
- Report to rest of the Board via email-list and Board meetings
- Contribute to decision-making by Board

Project work and trust fundraising

- Determine, with SGR's Board and staff, organisational priorities taking into account current developments in, especially, climate change, rearmament, and science and technology policy
- Write/co-write funding bids on research, education and campaign projects in consultation with SGR's Board and staff
- Coordinate and supervise projects, including staff and budgets

SGR website

- Co-manage website, including updating and uploading material
- Commission, edit and write blogs etc

Responsible Science journal

- Co-edit journal
- Commission, edit and write journal articles

SGR Conference, AGM and Annual Report

- Assist with organisation of online conference and AGM
- Co-write Annual Report

Ad hoc campaign work

- Liaise with other campaign groups, including signing joint letters
- Supervise ad hoc SGR campaign activities, including letter-writing, petitions etc

Other internal/ external communications

- Communicate with SGR members via email, social media etc
- Input to SGR's social media output
- Liaise with journalists and write media releases
- Manage SGR speakers for external events, including giving presentations as appropriate

Membership recruitment

- Input to SGR membership recruitment activities, and related fundraising