

Job Information Pack

Head of Society Business

September 2022

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I. LMS Mission and Objectives

Mission

The London Mathematical Society has, since 1865, been the UK learned society for the advancement, dissemination and promotion of mathematical knowledge. Our mission is to advance mathematics through our members and the broader scientific community worldwide.

Objectives

While the Society's Royal Charter contains a formal statement of its objectives, the Society's Council has approved the following interpretation of its objectives for operational use.

- To advance mathematical knowledge by enabling mathematicians to undertake research and collaboration, and by supporting them in their efforts.
- To promote widely mathematical sciences research and its broad benefits to decision makers, policy advisers, funders and users of mathematics.
- To disseminate mathematical knowledge and make it available worldwide.
- To promote equality of opportunity and a culture of fairness across all career stages, ensuring the long-term sustainability of the mathematical community.
- To support mathematical education in schools, colleges and universities, and to encourage the public and young people to appreciate and engage with mathematics.
- To manage the Society's affairs and resources effectively, operating where appropriate to make a financial return on activities, and to seek a variety of funding sources to support the Society's work.

What We Do

The major activities of the Society are:

- The provision of [grants](#) to support mathematics, especially conferences and joint research activities linking groups at different Universities. It is particularly concerned to provide help for young mathematicians (including research students). It also has schemes to support educational outreach activities and assistance to those with home commitments who wish to attend conferences, etc.
- [Society Meetings](#) are held at least five times during the year, including the Annual General Meeting of the Society which takes place each November. Meetings include formal business of the Society such as elections and admissions, as well as lectures intended for a broad mathematical audience.
- The Society is a major academic publisher, producing the Proceedings (est. 1865), the Journal (est. 1926), the Bulletin (est. 1969), the Journal of Topology (est. 2008), the open-access journal Transactions (est. 2014), and two book series: LMS Lecture Notes, LMS Student Texts. The Society publishes Nonlinearity jointly with the Institute of Physics, Compositio Mathematica on behalf of the eponymous Dutch Foundation, and Mathematika on behalf of University College London. It has collaborative arrangements to produce translations of three leading Russian mathematical journals (currently subject to temporary measures with regard to the war in Ukraine) as well as the Transactions of the Moscow Mathematical Society.
- The Society contributes to public debate on matters affecting mathematics and mathematics education, including position statements outlining [Society policy](#).
- The Society's [Library](#) consists of a substantial collection of periodicals obtained in exchange for the Society's publications, copies of books and journals published by the Society and items acquired by the Society as review copies or gifts. The LMS Library is housed in the Library of University College London.

- The award of medals and prizes for outstanding contributions to mathematics. These include the De Morgan Medal, the Pólya Prize and the Whitehead Prizes. The Society jointly with the Institute of Mathematics and its Applications awards the David Crighton Medal and the Zeeman Medal.
- The appointment of several lectureships in the UK, including the Hardy and Mary Cartwright Lecturers, and overseas, including the Forder & Aitken Lectureship.

You can find more information on the LMS website here: <https://www.lms.ac.uk/careers/jobs-lms>

2. The role of Head of Society Business

Job Description

Contract: Permanent, Full Time

Reports to: Executive Secretary

Key Internal Relationships:

Executive Secretary
Head of Accounting & Finance
Members of the Society Business Group
PA to Executive Secretary

Key External Relationships:

LMS President, Society Officers and Members of Council
CMS President, Society representatives and secretariat support
EPSRC Mathematical Science & UKRI representatives
Parliamentary Steering Group members
Directors / Chairs of sister mathematical organisations
Royal Society ACME Chair and Secretariat.

Purpose of role:

There are two distinct but complementary functions with the postholder expected to work 70% on London Mathematical Society business and 30% on the Council for Mathematical Sciences.

London Mathematical Society (LMS)

Provision of senior level support to the Executive Secretary and the Officers in the delivery of many of the Society's key charitable objects. Managing the Society Business Group within the LMS, which currently comprises 5.6 FTEs. The Group administers many of the core activities of the Society including the awarding of LMS grants and prizes; membership services; the management of committee work across the Society; policy development and public affairs; development, donors and sponsorship; communications and external promotion; and the governance and legislative aspects of the Society as a charitable organisation.

Council for the Mathematical Sciences (CMS)

By agreement with the other fully funding members (Institute of Mathematics and its Applications (IMA), Operational Research Society (ORS) and Royal Statistical Society (RSS)) of the Council for the Mathematical Sciences, the LMS, through this post, provides management and secretariat support for the Council.



Working closely with the Chair of the CMS and the Executive Secretary/Directors of the CMS societies, playing a pro-active and major role in helping to coordinate the common strategic voice of the member societies in order to influence and shape national policy for the mathematical sciences.

Key duties and responsibilities:

The postholder will work closely with the LMS Executive Secretary in delivering the responsibilities listed below with respect to the LMS and the CMS, balancing the needs of the two roles throughout the year.

London Mathematical Society

Society Business Group – Manage the Society Business Group staff in the delivery of many of the core activities of the Society including developing objectives and strategies for the Group, carrying out staff appraisals, managing approved budgets, providing regular financial monitoring and preparing annual budget forecasts. The work of the Group includes, but is not confined to, mathematical meetings and events, membership, grants, prizes, education, research policy, committees, communications, IT & web development.

Development opportunities – Work with the Executive Secretary and the President in identifying development and sponsorship opportunities for the Society and managing donors in respect of specific projects and/or unreserved donations which may arise from time to time. Provide secretariat support for the LMS Development Committee.

Policy and Consultations - Identify developments and changes in national policy relevant to the work of the Society, co-ordinating responses to consultations, liaising with external agencies and other mathematical bodies, managing the provision of statistical evidence and data of interest to the policy work of the various committees of the Society. Identifying suitable opportunities for working with and collaborating with other learned societies across disciplines and other mathematical institutions.

Public Affairs – Identify opportunities for the Officers of the Society and other appropriate individuals to engage with representatives from the UK Parliament and the devolved nations, as well as other political parties, maintaining links with the civil servants managing relevant national committees operating within the political and science arenas, maintaining a list of influential political allies of the Society and working to increase this list.

Council for the Mathematical Sciences (LMS, IMA, RSS, ORS, EMS)

CMS Board– Maintain regular contact with the CMS Chair to establish current issues, provide support for the Chair and Board on CMS related matters, manage the secretariat work for CMS meetings including drafting agenda, minutes, briefing papers and room bookings, working with the secretariat support currently provided 1 day per week by the Isaac Newton Institute (INI).

Policy Development - Assist the CMS Chair and Member organisations to identify those matters of common strategic interest to meet the CMS objectives and lead on those areas of work, maintain a watching brief on government matters, Select Committee enquiries, the Research Councils and other relevant bodies, identifying key issues which impact on the mathematical community and bringing these to the attention of the CMS Chair and the Executive Secretary/Directors of the CMS constituent bodies, draft CMS reports and policy submissions. Maintain close links and identify opportunities to work with EPSRC, establishing regular meetings to discuss emerging issues. Establish and maintain strong working links with other learned societies in science disciplines and organisations such as CaSE to ensure that the mathematical sciences has a voice in science related issues.

Research - Research and present information for the CMS, manage the commissioning of research projects to build a portfolio of evidence on matters relevant to mathematics for use in representing the subject to national government and funders. Identify suitable opportunities for promoting this information.

Communications and External Representation - Liaise with member bodies of the CMS (IMA, RSS, EMS, ORS), represent the CMS externally, maintaining relations and exchange of information between CMS and other bodies in related areas, liaise with communications staff in sister organisations regarding promotion of CMS business in the media and more widely, maintain and further develop the CMS website. Represent the CMS at the Parliamentary Steering Group meetings and Parliamentary Affairs Committee meetings. Ensure that CMS is fully represented in all events organised by these committees.

Any other duties specific to the LMS and CMS as may be required.

Person specification

Qualifications

- Educated to degree level or equivalent (a degree in mathematics, statistics or a mathematically based subject would be an advantage but is not essential).

Skills and experience

- Relevant previous experience in policy work, committee support and administration (preferably in an academic or other not-for-profit environment)
- Ability to quickly grasp policy detail and understand policy formulation in new areas, researching information and gathering evidence
- Ability to convert complex matters into comprehensive policy documents, responses to consultations, and briefing papers
- Ability to co-ordinate and facilitate the development of consensus based responses to consultations across a number of independent organisations
- Experience of providing high level committee support, drafting agenda, papers and minutes
- Experience of managing staff

Knowledge and understanding

- Knowledge of and interest in the academic and/or scientific sectors, and an understanding of current key policy issues
- A good understanding of the political and policy landscape and how to influence to create change
- An understanding of working with committees and volunteer members and the role of the administrator in facilitating outcomes
- An understanding of the structure and complexities of membership organisations which are also registered charities
- Knowledge and understanding of budget forecasting and management
- Knowledge and understanding of the development of websites for information, promotion and communication purposes

Personal Attributes

- Self-starter who can drive projects against tight timescales and deliver objectives
- Dedicated to getting the job done with a natural attention to detail
- Excellent stakeholder management and interpersonal skills with the ability to build and maintain effective relationships with people from a wide range of backgrounds
- Excellent oral and written communication skills
- Team player who both supports and encourages staff

3. Working hours, salary range and benefits

Working hours and flexibility

The normal working hours for this post will be 35 hours a week, 9.30am to 5.30pm, Monday to Friday. However, the post holder may on occasion be required to work outside these hours and should therefore have some flexibility with regard to working hours. The post will be based in the Society's headquarters in De Morgan House, Russell Square, London. Occasional travel will be required to Society events.

Salary Range

Grade 8 – £57,154 to £65,622

Annual Leave

Holiday entitlement is 28 days holiday per year excluding public and statutory holidays

Travel Allowance

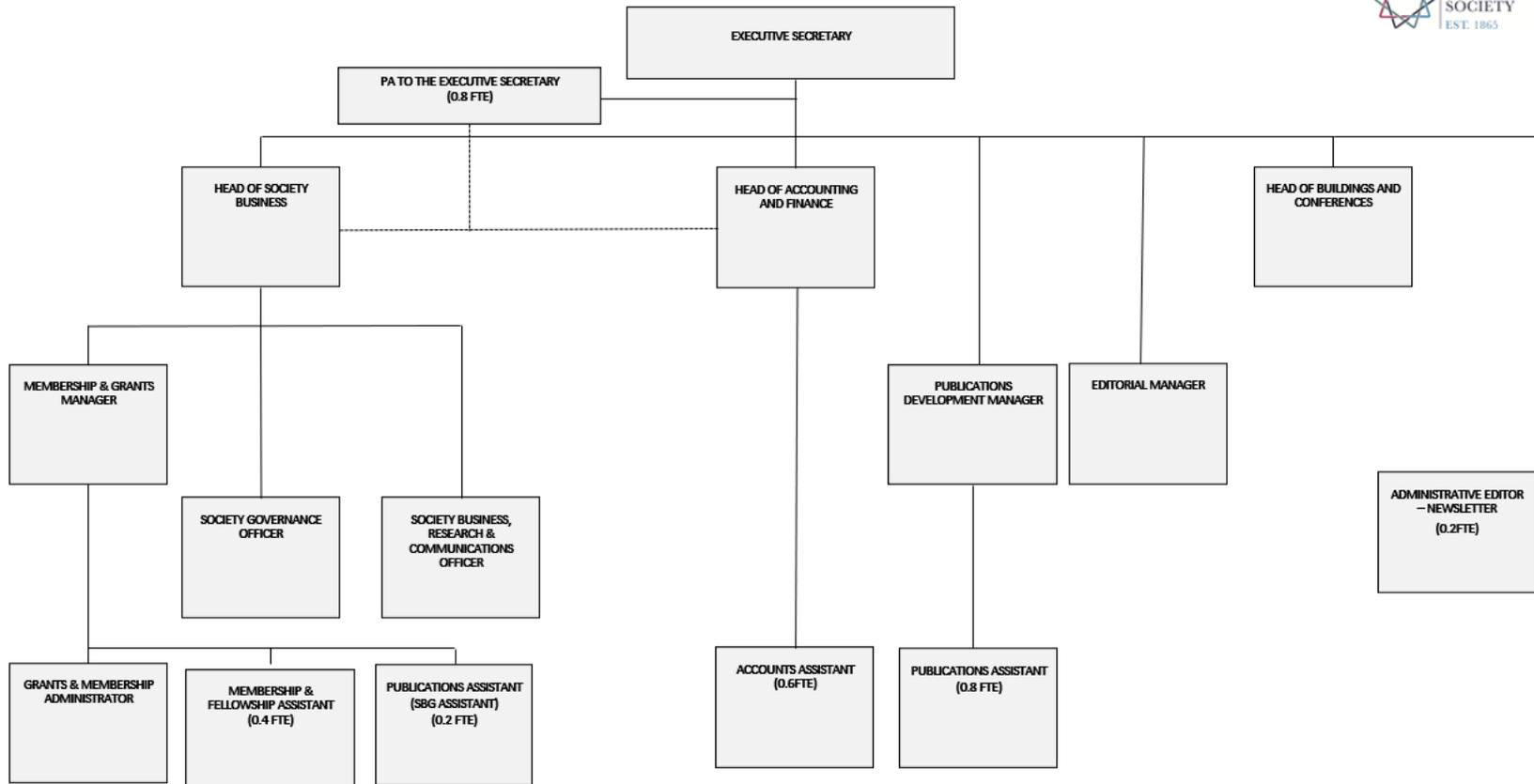
Equivalent to Zone 1 to 6 Annual Travel Card paid monthly via salary.

Pension

Universities Superannuation Scheme: 9.8% employee contribution and 21.6% Society contribution

4. Organisation chart

ORGANOGRAM



SEPTEMBER 2022

5. Timetable and how to apply

7 September 2022	Applications open
Monday 26 September 2022 - midday	Final deadline for applications
29 & 30 September 2022	Initial interviews online
Thursday 6 October 2022	Interviews held in person with interview panel of 3

How to apply

To apply, please email the following documents to clare.ralphs@lms.ac.uk by the deadline above.

1. A comprehensive CV
2. A completed LMS application form which can be found on our website here:
<https://www.lms.ac.uk/careers/jobs-lms>
3. A covering letter containing:
 - a. Supporting statement showing evidence of how you meet the personal specification of the role
 - b. Your current remuneration details and notice period

Please ensure that you include your mobile phone number and email address in your application. Please contact Clare Ralphs (email address above) if you have any queries.

Thank you for your interest in this position