Placement Description

Job title: Equality and Diversity Student Placement

Contract: Fixed Term; up to 8 weeks. Part-time; three days per week (starting w/c 5 July 2021 – ending w/c 23 August 2021). Hours of work; 10.00 – 5.00pm with one hour unpaid lunch break.

Location: Remote. Equipment will be provided by the Society.

Grade: £9.50 per hour

Reports to: Society Communications Officer/Chair, LMS Committee for Women and Diversity in Mathematics (as necessary)

Purpose: Work on the outreach project, Success Stories in Mathematics. The goal is to research and post new content online that celebrates diversity in mathematics, in particular, diversity in who mathematicians are, what mathematics careers are like, and what constitutes success in mathematics. The resource consists of a set of curated photos and profiles of mathematicians discussing their backgrounds, what they do, and how they are successful.

This is an ideal placement/post for someone looking for practical experience in popular science writing and outreach. It would suit someone intending to apply for a relevant postgraduate course or who has recently completed one.

Key Internal Relationships: Society Communications Officer, Chair, LMS Committee for Women and Diversity in Mathematics

Key External Relationships: LMS Members, other mathematicians

Main Responsibilities

- Keep a record of the individuals who have submitted profile data and photographs, including a range of possible search criteria that may be relevant for the site.
- Compile and edit profiles based on the submitted information and checking finalised versions with the profiled individuals.
- Write profiles of some historical mathematicians who demonstrate various aspects of diversity.
- Solicit further suggestions of mathematicians (in any career area) it would be good to profile and contacting these mathematicians to request either that they submit a profile, or that they permit a profile to be written about them, subject to their approval.
- To report weekly to the Society Communications Officer.
• To produce an end of placement report for the Chair, Committee for Women and Diversity in Mathematics/Society Communications Officer.
• To undertake other work from time to time as requested by the Chair, Committee for Women and Diversity in Mathematics/Society Communications Officer.

PERSON SPECIFICATION

Qualifications

Educated to degree level (Essential).

Skills and experience

• Excellent communication skills, both written and verbal (Essential)
• Previous experience of popular science writing
• Previous experience in a role related to equality and diversity
• Excellent team-working skills, for example, ability to work in a small team. (Essential).
• Excellent organisational skills, for example, being able to plan daily tasks and work unsupervised. (Essential).
• Technical skills including use of MS Word, Excel, Teams and Outlook. (Essential).
• Experience of adding content to websites (Essential)

Personal Attributes

• High level of accuracy with a strong eye for detail
• Highly organised individual
• Flexible in approach with ability to multi-task and to participate both individually and as part of a small team
• Strong interpersonal skills to enable effective interaction with people at all levels including Council members, senior academics and members of the Society
• Ability to work on own initiative during unsupervised periods
• Willingness to undertake tasks at all levels
• Commitment to equality and diversity issues

Additional Information

To apply: Please complete the application form, which is available from the Society’s website (https://www.lms.ac.uk/content/jobs-lms) or by contacting Clare Ralphs for an application form; tel (020) 7291 9979, email: clare.ralphs@lms.ac.uk

Please return application forms to Clare Ralphs; clare.ralphs@lms.ac.uk

Enquiries: For further information about the role, please contact Dr John Johnston (tel: (020) 7927 0804; email womeninmaths@lms.ac.uk)

Deadline: 5 pm on 14 May 2021

Interviews to be held online: 1 June 2021

Placement Start Date: w/c 5 July 2021