

**ROYAL ASIATIC SOCIETY OF GREAT BRITAIN AND IRELAND**  
**www.royalasiaticsociety.org**

**Outreach and Communications Officer**

**Salary:** £32,000 to £34,000 per annum depending on skills and experience.

**The Royal Asiatic Society of Great Britain and Ireland** is looking to appoint a full-time Communication and Outreach Officer (35 hours per week). This is a varied and rewarding role that combines the administration of the Society's journal which is published in conjunction with Cambridge University Press and responsibility for the organisation and administration of the Society's events and activities.

Specific duties include:

- The administration of activities associated with the production of the Journal such as dealing with Scholar One (management system for submission and peer review) requirements, checking submissions for production, dealing with author enquiries and meeting with the Editor and Cambridge University Press on a weekly basis. (Training will be provided for Scholar One)
- The promotion and organisation of events and lectures with responsibility for the AV/Zoom provision and the editing of the recordings of lectures.
- The organisation of Committee and Council Meetings and the preparation of agendas and the recording of minutes
- Overseeing room bookings, promoting the Society as a potential venue to new clients and the recruitment and management of casual staff.
- To be prepared to work flexible hours when required.

Applicants should have a good honours degree, excellent communication skills, sound technical knowledge related to AV and Zoom and ideally an interest in the work of the Society.

For further details including a job description and application form, please contact Dr. Alison Ohta, Royal Asiatic Society of Great Britain and Ireland, 14 Stephenson Way, London, NW1 2HD or [ao@royalasiaticsociety.org](mailto:ao@royalasiaticsociety.org).

Deadline for applications: February 16<sup>th</sup> 2026

# **Outreach and Communications Officer**

**Royal Asiatic Society of Great Britain and Ireland**

## **1. Communication Skills (Written, Verbal & Interpersonal)**

### **Essential**

- Communicate clearly and diplomatically with academics, authors, editors, reviewers, staff, external partners and the public
  - Write polished, accurate emails, agendas, minutes, promotional copy and web content
  - Handle enquiries confidently and professionally
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## **2. Journal & Academic Publishing Administration**

### **Essential**

A major part of the job is supporting the **Editor of the Journal of the Royal Asiatic Society**:

- Using Scholar One to manage submissions (Training will be given on the use of Scholar One)
  - Supporting authors and editors through peer review
  - Preparing submissions for production
  - Liaising regularly with Cambridge University Press
  - Organising editorial meetings and agendas
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## **3. Events Organisation & Logistics**

### **Essential**

This role is heavily operational. Key expectations include:

- Planning, promoting and delivering lectures and events
  - Managing room bookings, catering, equipment, staffing and schedules
  - Creating flyers and promotional materials
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## **4. Technical & Digital Skills (AV, Zoom, Video, Website)**

### **Essential**

- Zoom (links, live streaming, recording, troubleshooting)
- AV equipment for hybrid events

- Editing lecture recordings and uploading to YouTube
  - Updating and maintaining a website
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## **5. Qualifications**

### **Essential**

- Good honours degree