

DIRECTOR OF COMMUNICATIONS AND MEMBERSHIP

Job Information Pack

Thank you for your interest in this role with Landscape Research Group.

The Landscape Research Group (LRG) is seeking to appoint a part-time (3 days per week) **Director of Communications and Membership** to join our small team of staff to oversee the charity's operations.

The Director of Communications and Membership will collaborate with the Board in developing our charitable activities and achieving greater impact from them. The LRG celebrated its 50th anniversary in 2017 and moved into a new phase of development which at first included appointing directly employed core staff. Ongoing work includes strategy development and expanding and diversifying LRG operations.

A new Director of Communications and Membership – an ambitious and capable individual – will actively build upon a new vision and strategy for the charity, to build LRG's capacities in communications, network building, and membership support and participation. There is also an active programme of activities and events to maintain and enhance.

About the Landscape Research Group

The LRG is a UK charity, originally founded in 1967, and converted to a Charitable Incorporated Organisation (CIO) in 2021. We aim to stimulate and promote landscape research, including through the dissemination of research results. We also seek to develop and serve a community of interest committed to the promotion of landscape research, its communication, and its use.

We work for the public benefit, and our distinctive priority is to promote research that contributes towards more equitable and sustainable relationships between people and landscape. Our [Research Strategy](#) calls for creative and proactive responses to some of the major challenges facing modern society.

We see the relationship between people and landscape as a fundamental aspect of life for everyone, everywhere. Through our trustees, members, and partnerships, we represent a broad range of disciplines and interests. We connect people, knowledge, and learning in the arts, humanities, social sciences, and sciences. We forge links between the world of research and other areas of society and life. Our membership is open to anyone who has an interest in landscape and in the ways we shape, and are shaped by, the places in which we live. Fostering this diverse community is fundamental to achieving a full and varied understanding of landscape and to realising the public benefits that can flow from landscape research.

With our publishing partner Taylor & Francis, LRG publishes the highly respected international and inter-disciplinary journal, *Landscape Research*. [Learn about Landscape Research](#)

We grant-fund research projects. We organise a regular programme of research showcases, lectures, panels, critical field studies and other events, and also support and collaborate with others in organising events in the UK, across Europe, and the world. Our development of hybrid events has allowed us to grow our international presence significantly.

We communicate widely through our website [Home - Landscape Research Group](#) and its associated platform [Landscape EXchange – EXchange](#), through e-bulletins and social media.

The LRG has a small but engaged and growing international membership, with members in over forty countries and territories worldwide. We support the implementation and expansion of regional and thematic landscape networks for our global membership. Emphasis is being placed to grow our presence in China, the Australasia-Pacific region and within other underrepresented regions.

Historically, the LRG's activities have been delivered through the voluntary effort of its trustees and members, together with a number of part-time contract staff. The charity is in a relatively strong financial position with a stable income of over £100,000 per annum (largely from journal publishing royalties) and a substantial reserve. We have expanded our activities and are ambitious to achieve more in relation to our charitable aims. Strategic priorities include sustaining and enhancing our activities that promote and disseminate landscape research; developing our membership, and partnerships; increasing and diversifying income; and enhancing LRG's profile and influence.

The new Director of Communications and Membership will step into a stable organisation with a small staff including a part-time Director of Operations. The charity also continues to benefit from the services of contractors supplying website, journal editing, HR and payroll services, as well as a firm relationship with the editorial team of our academic journal, *Landscape Research*.

About the Role

The Director of Communications and Membership will contribute to the shared leadership of Landscape Research Group, developing and implementing the organisation's strategic and operational plans. They will lead on communications and membership development, and manage the website, social media channels, membership software, and databases. The post-holder will also be responsible for managing the finances associated with membership payments and renewals, using Stripe and Restrict Content Pro.

The role includes managing the development and expansion of LRG's regional and thematic networks; organising, chairing, and driving forward actions for the Events and Membership Sub-Committee (comprised of several members of the LRG Board); and overseeing the administration, promotion and associated functions of the annual Research Fund and events programme.

The Director of Communications and Membership will be a member of the senior management team, alongside the Director of Operations, and will share responsibility for ensuring sound financial control and good governance across all aspects of the charity. This is a first-tier post, directly responsible to, and reporting to, the LRG Board of Trustees.

They will work in close collaboration with the Board, Executive Committee, Officers and Coordinators, the Editor-in-Chief of Landscape Research, and other staff and consultants, to deliver the organisational ambitions outlined above.

This position is a part-time appointment (0.6 FTE; 22.5 hours per week) at a salary of £36,000-£42,000 per annum, pro rata, depending on experience. The post-holder can be located anywhere in the UK and will be home-based. There is a requirement for some travel within the UK and internationally, for which expenses will be paid.

The successful candidate must bring strong communications, membership management, and leadership capabilities to help take the charity forward, working effectively with the Board. The role demands a high degree of independent working, with the ability to take initiative, make informed decisions, and manage projects from conception to delivery. The post-holder will have excellent management skills, alongside a capacity for strategic analysis, vision, and planning.

In more detail:

Job title:	Director of Communications and Membership
Reports to:	Landscape Research Group Board of Trustees
Location:	Flexible / home-based / UK
Hours:	Part-time (0.6) (22.5 hours per week / some flexibility possible; potential to expand role based upon organisational growth. The normal length of a working week will be 22.5 hours, but some flexibility will be required and time off in lieu will be given for time worked over 22.5 hours per week)
Holidays:	23 days annual leave per annum, pro rata, plus public holidays.
Salary:	Between £36,000 and £42,000 p.a. (pro-rata) (depending on experience), plus work from home allowance.
Pension:	Landscape Research Group operates a contributory pension scheme (NEST) into which you will be auto enrolled.
Term:	Permanent. Subject to a six-month probation period.

Duties and Responsibilities

Main purpose

- to develop and maintain improved communications between the Board and staff of the charity, on the one hand, and its Members, on the other, networks and external audiences
- to enlarge and diversify our membership base and improve the range and quality of services offered to Members
- to facilitate and grow Members' active engagement with and participation in the charity's activities, including through online engagement, in-person events, and our regional and thematic research networks
- to help develop improved relationships between the charity, on the one hand, and its networks, partners, stakeholders and the wider public, on the other

Leadership

- Lead and model an organisational culture built on foundational principles of empathy, diversity, inclusivity, and sustainability in line with LRG's *Ethos of Care*
- Seek out, develop, and maintain effective working relationships and communications with all relevant organisations and individuals to promote the work of the charity and facilitate the implementation of its strategic objectives

Communications and Publications

- work with the Board and the Community Development Coordinator, and in collaboration with the Director of Operations, review, revise and implement our communications strategy
- develop, manage and maintain the charity's websites, both the LRG website and LEX, and social media in collaboration with consultants and Landscape Research journal staff, including liaising with contributors, design, editing and ensuring visual materials adhere to copyright laws.
- develop, edit and design a monthly newsletter for circulation
- produce copy for the charity's digital and other outputs, including social media channels
- create and coordinate the publication of outputs from the charity's events including video editing
- provide English language editing support for the charity's outputs (excepting the journal *Landscape Research*), improving the written English of texts provided by non-native speakers
- Use the website, newsletter, and social media channels to promote Landscape Research, including both new and archival articles where appropriate

Membership and Networks

- act as main point of contact for members
- plan and manage delivery of the charity's regular events, both online and in-person
- provide support in the coordination and execution of LRG-affiliated conferences and events with external partners
- work with LRG's Trustees and wider partners in to drive the charity's wider, international programme of events, including planning for a 60th anniversary event in 2027
- work with the Board and in collaboration with the Director of Operations, to deliver the charity's 'community development' strategy (the community comprising the charity's members, partners, networks and wider audiences)
- in collaboration with other staff or contractors, manage member renewals, enquiries, technical issues and communications
- undertake actions and campaigns to recruit and retain members, in line with any agreed strategies and plans
- support the development of opportunities for members to become actively involved in the delivery of the charity's activities, as volunteers
- support the development of the charity's wider networks and partnerships
- work with members/trustees in the development, organisation, promotion and logistics for LRG international Critical Field Studies.
- work with the Research Coordinator, a member of the LRG board, to manage the administration, promotion and associated functions of the annual Research Fund.

Strategy

- Along with the Director of Operations, liaise with the Board in relation to the development of the charity's strategic vision and be responsible for leading the implementation of it.
- Seek out and implement opportunities for innovation and diversification to ensure that the Landscape Research Group remains at the forefront of landscape studies.

Other duties and responsibilities

- abide by the charity's values and organisational policies, procedures and approved practices
- in co-ordination with the Director of Operations and as required, report to the Board and to the Executive Committee on progress against agreed actions, objectives, strategies and plans
- work closely with the charity's Executive Officers, Activity Co-ordinators, other Trustees and volunteers and with other staff to enable the successful delivery of activities
- liaise as required with external contractors in order to meet the duties and responsibilities of the post (e.g. the charity's website contractor)
- proactively review and evaluate own performance and identify and act upon areas for improvement and development
- Attend all Board meetings (held four times a year—presently two operational and two strategy-setting meetings) and prepare a report in advance of each meeting
- ensure that the Board is made aware in a timely fashion of any matters requiring its attention
- any other duties as reasonably identified in ongoing governance in collaboration with the Director of Operations and as consistent with the level and nature of the post

Skills, Knowledge and Experience

- experience in developing a membership community and/or defined interest network and managing the membership records with CRM software, such as Restrict Content Pro.
- experience in creating tailored social media content and analysing performance data to inform future strategy.
- confidence using tools such as Canva for graphic design and video editing.

- a working understanding of WordPress is helpful, particularly for designing and updating website content
- comfort with digital collaboration tools, especially Google Workspace (e.g. Google Docs, Sheets & Drive), would be useful.
- experience managing payments and donations through platforms such as Stripe is beneficial.
- experience of creating newsletter content using Mailchimp.
- willingness to travel to meetings and events
- the ability to commit to and work within the aims, principles and policies of the Landscape Research Group.
- the ability to work under own initiative to achieve results, within the framework of the post and the organisation
- a demonstrable interest in a subject area relevant to the Landscape Research Group.

How to apply

Please submit your CV of no more than 3 x A4 pages and a covering letter of no more than 2 x A4 pages outlining why you would like to join us at LRG and how your skills and experience match those we are looking for.

Email applications to: admin@landscaperesearch.org and please use *Director of Comms Recruitment* in the subject line. We will also accept spoken applications submitted on video or on sound files.

Please also complete this EDI monitoring form when you submit your applications. This information is anonymous: [LRG Equality and Diversity Monitoring form](#)

If you would like any further information, please email: admin@landscaperesearch.org

Application deadline: 09.00 Monday 22 September

Interviews will be held online on during the week of 6 October

The successful candidate may step into the role immediately.

LRG does not allow discrimination on the grounds of gender, race, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, religion, sexual orientation, gender reassignment, pregnancy and maternity or other irrelevant difference and is committed to working with diversity in a positive way. We welcome and encourage applications from groups of people who are under-represented including black and minority ethnic groups and people with disabilities. The principles of fair and open competition will apply and appointments will be made on merit.

Thank you for your interest. We look forward to receiving your application!



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