

‘Administrative researcher support consultant’

The Deep-Sea Biology Society is an international community of committed individuals with an interest in deep-sea biological science. It is a registered UK charity and is managed by a board of trustees. We are seeking a part time (4 days a month) consultant to support the smooth running of the society by undertaking research administrative tasks. We envisage that the contract would start in March 2026 and run until the end of the available funding in Jan 2028. Outputs of the consultancy contract would be assessed every 6 months and a new contract initiated i.e. on a rolling basis.

We are a small friendly trustee board. You will join trustee meetings and be part of this team. Activities linked with the position are varied and flexible and this is a supportive group of research professionals to work with.

Condition: Due to grant constraints the consultant must have a UK bank account. This is a ‘work from home’ consultancy position and not PAYE.

Duties

Support DSBS outreach and circulation of DSBS activities.
Manage relationship with REDRESS.
Submit REDRESS financial claims.
Manage admin for DSBS trustee meetings (set up calls, coordinate etc).
Undertake central administrative tasks to support DSBS trustees.
Explore funding opportunities with Development Trustee.
Other tasks as required to support the efficient running of the DSBS.

Skills

Familiar with making financial claims, managed small budgets.
Familiar with academic activities.
Has strong administrative and organisational skills.
Has some experience in grant submissions.
Must be within marine science community.

Remuneration:

Fixed rate of 589GBP/ month for 4 days of work (4 days per month).
Time sheets of activities required for funding reporting.
Rolling 6-month consultancy contract.

Please submit a one-page cover letter and 2-page cv by 28th Feb 2026. Please email – president@dsbsoc.org.