



EGYPT
EXPLORATION
SOCIETY
FOUNDED IN 1882

Recruitment pack: Engagement Manager



 **BIRI**

One of the
British International
Research Institutes



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Dear candidate,

Thank you for your interest in joining our team at the Egypt Exploration Society.

Since its founding in 1882, the Egypt Exploration Society has supported and promoted Egyptian cultural heritage – exploring more than 150 sites and monuments, publishing more than 350 volumes of scientific research, and engaging with thousands of people across the world.

Now, we are preparing the EES for its next milestone by taking advantage of the need to make our London premises more accessible for our members and the public, opening up our collections, staging events and exhibitions, and welcoming everyone (and anyone) with an interest in learning more about Egypt's unique cultural heritage.

This is an **exciting and transformative** time for the EES, and we're looking for an Engagement Manager to join our team. If you'd like to join a small but dynamic team to ensure that the research we support is communicated to interested audiences worldwide, then please consider applying.

The successful applicant will be self-motivated, adaptable, well-organised, with experience of organising events, and working with CRM systems. Candidates with experience of membership organisations, fundraising, and marketing are particularly encouraged to apply.

We look forward to hearing from you.

Dr Carl Graves
Director

About the Egypt Exploration Society

Our vision

A world where the cultural heritage of Egypt is preserved for posterity.

Our mission

To support and promote Egyptian cultural heritage.

Our values

The Society is passionate about preserving Egypt's cultural heritage and supports innovative activities that help achieve this.

Our main objectives

- to advance the education of the public with reference to ancient and medieval Egypt and countries in the same region; and
- to promote art, culture and heritage by raising the knowledge, awareness and understanding of the language, arts, culture, religion and all other matters relating to ancient and medieval Egypt and countries in the same region.

Our history

'Such is the fate of every Egyptian monument, great or small... every day, more inscriptions are mutilated, more tombs are rifled, more paintings and sculptures are defaced.'

Amelia Edwards, 1877

Following a visit to Egypt in 1873-4, Amelia B Edwards developed a passion for documenting, exploring and preserving the country's unique heritage. Her legacy, the EES, continues her mission today.

Over the course of our history, we have explored over 150 sites and monuments in Egypt and Sudan, discovered thousands of artefacts, and contributed to the scientific development of British archaeology in Egypt.

We now work closely with the Egyptian government to continue our mission and are the only UK charity to combine archaeological fieldwork in Egypt with a busy publications programme and a unique archive and research library. We rely almost entirely on donations from members and the wider public to fund our work and run an extensive programme of events to convey the results to interested audiences.

At a time when heritage feels more at risk than ever, we remain at the forefront of this endeavour; safeguarding ancient sites, training the next generation of scholars and funding vital research by way of grants and scholarships.

In recognition of our recent achievements, the Society became a British International Research Institute of the British Academy in 2024.

Future plans

In 2022, we launched plans for the transformation of our London premises to make them accessible, innovative, and sustainable. The [Building the Future campaign](#) has now received support from several grant making organisations alongside our dedicated membership. We now expect to begin work on the building in 2027 and our priorities are to ensure that the Society continues to provide essential charitable services during that project.

The Engagement Manager will work closely with the current team, as well as incoming roles as part of the National Lottery Heritage Fund supported Activity Plan, to deliver an exciting range of engaging events reaching diverse audiences. Priorities will be to maintain the Society's regular course programme, monthly Spotlight lectures, and Podcast alongside membership communications. This is an exciting time in the Society's history as we also embark on an ambitious plan to expand our services in Egypt. The Engagement Manager will work with our team in Egypt to organise a regular event programme including skill development workshops and conferences.

The role is currently advertised as fixed term though we expect that the successful applicant will demonstrate the ongoing demand for the role and expect to extend it beyond the advertised term.



The role

Reports to: Head of Operations

Salary: £32,422 per annum

Contract: FT, two-year fixed term (with the possibility of extension)

Location: The Egypt Exploration Society, 3 Doughty Mews, London, WC1N 2PG*

Start date: September 2026, or as soon as possible thereafter

* The Society's premises in Doughty Mews are currently being redeveloped. Until the work is complete, the Engagement Manager will work from a temporary office at 98 Theobald's Road, London. Currently, they will be expected to work from the temporary office at least two days per week (Wednesdays and Fridays). Once the redevelopment is complete, the role will be based five days per week in Doughty Mews.

The Egypt Exploration Society has supported and promoted Egyptian cultural heritage since its founding in 1882. Over that time, we have explored more than 150 sites and monuments and shared the results of this work with interested audiences around the world.

The Egypt Exploration Society is seeking an enthusiastic individual for the role of **Engagement Manager**. This person will work closely with the staff team to deliver an exciting and innovative programme of events as well as manage its communications and relationships with supporters and interested audiences.

This opportunity would suit someone with an interest in Egyptian heritage and prior experience in communications who is comfortable working as part of a small team. The successful candidate will also be tasked with maintaining the Society's new podcast, 'Away with the Pharaohs'.

If you'd like to join a small but dynamic team to ensure that the research we support is communicated to interested audiences worldwide, then please consider applying.

Purpose

- a) Contact management
 - To use the CRM system to process all membership renewal and joining payments and details
- b) Communications
 - To communicate with supporters and interested audiences directly by email, e-newsletter, social media, and post
 - To author, commission, and maintain up-to-date information on the Society's website as directed
 - To work with the Director to ensure that key messages are disseminated publicly
- c) Events
 - To organise and facilitate the Society's event programme by working with the staff team and external supporters
- d) Podcast
 - To facilitate and host the Society's podcast, 'Away with the Pharaohs'
- e) Fundraising
 - To assist the Director in fundraising activities

There will be occasional weekend work in this role for which TOIL is offered, and regular courses hosted on Tuesday and Thursday evenings for which adjusted working hours are available.

Some travel to Egypt to assist with events will be necessary, including the 10th Delta Survey Conference to be held on 18-20 March 2027.

The Engagement Manager will be expected to carry out additional duties reasonably commensurate with being a member of a small and flexible staff team.

Principal Tasks

Contact management

- To be system administrator for the Society's contact relation management system (Pixl8 Ready Membership).
- To process all payments received and manage contact details
- To liaise with the Head of Finance to process payments in a timely manner and acknowledge accordingly
- To work with the Head of Finance to deliver required reports for the annual audit, including monthly processing of Direct Debit payments

Communications

- To use Pixl8 Ready Membership to communicate with supporters by e-newsletter
- To maintain the Society's social media feeds, currently: Facebook, X, Instagram, BlueSky, Threads, and LinkedIn according to internal policies
- To be webmaster for the Society. This role includes maintaining current information on the website, commissioning or authoring content where necessary, liaising with staff and Project Directors for the latest news, implementing search engine optimization (SEO) to promote the Society online
- To work with the Director to promote the Society's work as widely as possible while maintaining professional connections

Events

- Work with the Cairo Office to organise an exciting and engaging programme of in-person and online lectures, study days, workshops, and skills schools
- To advertise the above events in a timely manner ensuring that attendees have time to register
- To manage the budget for the event programme and set annual targets
- To work with staff and contacts in Egyptology (in the broadest sense) to coordinate a programme that maintains the Society's central position in engagement, education, and outreach
- To host online events via and administer our Zoom platform

Podcast

- To facilitate and host the Society's monthly podcast, 'Away with the Pharaohs'

Fundraising

- To strategically oversee a membership drive to increase supporters for the Society including liaising with marketing companies and external consultants.
- To work with the Director and Development Manager in fundraising activities where this requires event organisation or communication with existing or prospective supporters particularly where this involves processing donations, acknowledging donations, and forms of individual giving (such as membership and Appeals).

Reporting

- To deliver timely reports on membership engagement, event attendance, and fundraising when requested by the Society's Senior Leadership Team, Governance, Auditors, and external funders.

Person Specification

The following is a person specification, based upon the above job description.

Essential	Desirable
Experience of organising events	Experience of fundraising in the heritage sector
Experience of working with CRM systems	Presenting experience in a public or educational setting
Self-motivated, adaptable, well-organised, and able to prioritise	Experience of marketing and supporter recruitment
Proven ability to work as part of a small team	Experience of hosting events on Zoom
Excellent interpersonal communication skills (written and oral)	Member of the EES (past or present)
Knowledge of and regular use of social media platforms for work purposes	
Knowledge of Egyptian cultural heritage and practitioners*	

*No formal qualification in Egyptology or a related discipline is necessary.

Applicants must have the right to work in the UK before submitting their application and the Society cannot sponsor VISA requests.



How to apply

Visit our website and download the application form. Send your completed application form to application@ees.ac.uk no later than **17:00 (GMT) on Friday 4th September 2026**. Do not include a covering letter or a CV as only the form will be considered by the selection panel. If you would like to discuss the post further on an informal basis, please contact the Head of Operations, Adelaide Robinsmith: application@ees.ac.uk.

Applicants are also encouraged to complete and return our Equal Opportunities Monitoring Form with their application to enable us to monitor our recruitment process in relation to our equal opportunities policy.

Your application should represent your authentic personality and communication skills. We encourage you not to use AI-generated answers in your application. The Society will not monitor applications or questions sent via third-party or social media channels.

Interviews for shortlisted candidates will be held on Zoom on **Thursday 10th September 2026**. The successful applicant would commence their role in September 2026, or as soon as possible thereafter.

Find out more at: www.ees.ac.uk.

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WC1N 2PG

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