**Job Description**

**Job Title:** STEM Projects Officer

**Salary:**  £22K - £25K pa

**Location:** Oxford Centre for Innovation, New Road, Oxford,   
 OX1 1BY

**Responsible to:**  STEM Projects Manager

**Working arrangements:** 8.30 – 5.00 Monday-Friday

**Holiday:** 25 days per annum. The holiday year is January-December.

**Contract type:** Fixed term until September 2018 with possibility to extend.

**Background Information**

* *The Oxford Trust*, established in 1985, is a leading charity focussed on encouraging the pursuit of science and enterprise
* The Trust’s public facing brand is Science Oxford (SO) and our Education group is the region’s leading developer and provider of STEM (Science, Technology, Engineering and Maths) enrichment. In addition:
* The Trust’s “SO Live” programme of events provides a variety of opportunities for adults (16+) and families to engage with all that is best in contemporary and hands-on science through talks, workshops and shows.
* In addition, the Trust is deeply involved in the entrepreneurial life of the County particularly through its Oxford Centre for Innovation facilities in New Road
* Whilst the Trust funds some activities through its own on-going investments, it collaborates with other like-minded organisations in a way that makes a difference to the people it engages with.
* The organisation is run by a board of trustees all of whom hold, or have held, leading roles in business, education or the sciences.
* The position of STEM Projects Officer is one of 18 full and part time posts employed by the Trust.

**The Role**

The STEM Projects Officer will work with the STEM Projects Manager to organise and deliver Science Oxford’s outreach programme for secondary school students in Oxfordshire and Buckinghamshire.

This includes STEM events such as Big Bang near me and Young Scientist of the Year celebration and the flagship STEM World of Work Programme of careers days, workplace visits, work experience and work placements.

The key responsibilities of this role will be liaising with businesses volunteers and schools to deliver a target number of workplace visits and work experience opportunities as well as supporting and contributing to the delivery of in-school career days and other large scale STEM events.

The role will also include maintaining Science Oxford’s careers website, STEM Horizons. The post-holder will work to encourage its use in schools, to increase the number of businesses and individuals represented, and to work with the Communications team to oversee its integration into the Science Oxford website.

The role will require frequent travel across Oxfordshire and Buckinghamshire so there is a requirement for the post-holder to hold a full clean driving licence and to have access to a vehicle for which travel expenses will be paid.

## Detailed Job Description The role is a fixed term contract to coincide with the duration of current funding for the STEM World of Work programme. Extension of the contract will be dependent on securing continued funding for the project.

## To work with the STEM Projects Manager to help in the successful delivery of all elements of Science Oxford’s outreach programme for secondary school students, including:

1. Administration, organisation and delivery of 10 in-school career days for year 7/8/9 pupils per academic year.
2. Administration organisation and delivery of 10 workplace visits for year 9/10/11 pupils per academic year.
3. Administration organisation and delivery of 3 Science Experience Weeks for year 10 pupils per academic year
4. Administration organisation and delivery of 30 apprentice/research placements for year 11 and 12 pupils per academic year.
5. Maintenance and updating of the STEM horizons careers website and expansion to cover Buckinghamshire businesses.
6. Maintaining a database of businesses and volunteer contacts at companies signed up to the World of Work programme.
7. Delivery of interactive, skills based workshops as part of in-school careers days and other STEM events.
8. Collecting and evaluating effective feedback according to contractual requirements.
9. Promotion of the secondary outreach programme to schools in Oxfordshire and Buckinghamshire including presentations to staff and students.
10. Attending school careers fairs to promote Science Oxford programmes.
11. Contributing written content to promotional materials including regular newsletters for schools, volunteers and businesses.
12. Providing regular updates to STEM Projects Manager and produce evaluation reports as required.

**General Management**

Like everyone else, the STEM Projects Officer must take responsibility for their own personal management and development and manage physical resources effectively, including:

1. Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy
2. Ensuring that the organisation’s equal opportunities polices are followed and actively practice social inclusion within their own area of service.
3. Reading and responding to internal communications and information which is disseminated.
4. Participating in the Trust’s agreed performance appraisal system.
5. Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
6. Complying with standing orders, financial regulations and all other policies and systems for ensuring financial probity.

**Note:** This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of the post.

The post-holder will be required to complete an enhanced DBS check.

**Work Experience, Knowledge and Skills and Behaviours**

Essential Work Experience, Knowledge and Skills

1. An understanding of work-related learning from a business and/or school perspective.
2. Excellent networking and communication skills (both verbal and written), and an ability to understand different perspectives and present opportunities accordingly.
3. Excellent organisational skills, with an attention to detail and an ability to monitor and manage a variety of factors.
4. A successful track record of establishing and maintaining effective relationships with businesses.
5. Experience of project management and evaluation and working to deadlines.

Preferred Work Experience, Knowledge and Skills

1. BA or BSc (Hons) or equivalent qualification (preferably in a STEM subject).
2. Knowledge of Oxfordshire businesses and the skills needs of the local economy.
3. An understanding of the UK Apprenticeship programme.
4. Knowledge of Microsoft Office and other relevant computer applications, including the ability to author and maintain web and social media pages.
5. Strong team working skills, demonstrating sensitivity to others’ views and ability to show consideration and empathy.

Preferred Behaviours

1. An interest in promoting and developing STEM career paths and opportunities to young people and an enthusiasm for helping young people to develop valuable work place skills.
2. Excellent interpersonal skills in dealing with internal and external parties.
3. Self-motivated, with the ability to plan own work schedule effectively.
4. Highly customer focused and able to demonstrate the Trust’s values with a high level of commitment to the organisation.