**Job Description**

**Job Title:** STEM Projects Officer

**Salary:**  £24K - £27K pa

**Responsible to:**  Head of Education Outreach

**Working arrangements:** 8.30 – 5.00 Monday-Friday. Occasional evening and weekend work. No overtime paid but time off in lieu.

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

**Location:** Science Oxford Centre, Stansfeld Park, Quarry Road, Oxford OX3 8SB

**Background Information**

* *The Oxford Trust*, established in 1985, is a charity with the mission to encourage the pursuit of science and enterprise. We do this by running programmes of activity across three areas – enterprise, education and engagement. **Science Oxford** runs our education and engagement programmes.
* The position of **STEM Projects Officer** at Science Oxford is one of 24 full and part time posts employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, bringing science to life in exciting and thought-provoking ways.
* The charity is run by a board of trustees, all of whom hold, or have held, leading roles in business, education or the sciences
* We own two sites in Oxford. The **Oxford Centre for Innovation** (OCFI) in the city centre is an innovation centre that is home to over twenty start-up high-tech companies.
* We also own **Stansfeld Park** in Headington, a new and unique development that is home to the **Science Oxford Centre (SOC)** – a hands-on science indoor/outdoor facility for early years and primary-aged children which opens later this year. Stansfeld Park is also home to our second innovation centre – the **Wood Centre for Innovation (WCFI).**
* Our Science Oxford ***Education Outreach*** group is the region’s leading developer and provider of STEM (Science, Technology, Engineering and Maths) enrichment, engaging with over 28,000 pupils and hundreds of schools and teachers each year.
* Our *Science Oxford* ***Live*** programme of events provides a variety of opportunities for families and adults to engage with all that is best in contemporary and hands-on STEM through talks, clubs, workshops and shows.
* In addition, the Trust is deeply involved in the entrepreneurial life of the county, supporting STEM innovation in many different ways. 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 Role**

The STEM Projects Officer is responsible for the development and delivery of Science Oxford’s outreach programme for secondary school students in Oxfordshire and Buckinghamshire. This includes our flagship STEM World of Work Programme and events such as the Young Scientist of the Year celebration.

The key responsibilities of this role will involve liaising with businesses volunteers and schools to deliver a target number of careers days, work experience weeks and work placements each academic year, as well as supporting and contributing to the delivery of other large-scale STEM events such as the Big Bang Near Me. The role will also include maintaining Science Oxford’s careers website, STEM Horizons.

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.

## Detailed Job Description

## The post holder will work with the Head of Education Outreach and with the support of the Education Team, including the Education Administrative Officer:

1. To develop, organise and deliver interactive, skills-based in-school STEM careers days for year 7, 8 or 9 students.
2. To develop, organise and deliver STEM experience weeks for year 9, 10 or 11 students
3. To develop, organise and deliver STEM apprentice and research work placements for year 11 and 12 students.
4. To maintain and update the STEM Horizons website.
5. To develop further STEM careers activities and workshops suitable for secondary school students.
6. To maintain a database of businesses and volunteer contacts at companies signed up to the World of Work programme.
7. To support the wider Education Team in delivering STEM activities across Science Oxford’s schools’ and families’ programmes.
8. To ensure that evaluation data is regularly collected from STEM activities and to liaise with the Administrative Officer regarding data entry and evaluation summaries. To use evaluation data to inform the ongoing quality and development of the delivery programme and to keep good written documentation of delivery packages, including risk assessments.
9. To work with the Communications Team to promote the secondary outreach programme to schools, businesses and volunteers across Oxfordshire and Buckinghamshire. To contribute to a regular schedule of communications such as newsletters and social media updates.
10. To work with the wider Education and Engagement team to identify, fund, develop and deliver new STEM projects.

**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**

Preferred Work Experience

1. Experience of delivering engaging and interactive STEM activities for young people or adults.
2. Experience of establishing and maintaining effective working relationships with people from a variety of organisations and backgrounds.
3. Experience of employability or careers-related learning from a business or school perspective.
4. Experience of project delivery, working to deadlines with an attention to detail.

Preferred Qualifications, Knowledge and Skills

1. A minimum of A level qualifications or equivalent in subjects such as Science, Computing, Design, Technology, Engineering, Mathematics or similar with a preference for relevant post-18 qualifications or experience.
2. An appreciation of the local region’s businesses and the skills needs of the local economy.
3. Knowledge of Microsoft Office and other relevant computer applications, including the ability to author and maintain web and social media pages.
4. 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 engage young people and an enthusiasm for helping young people to develop valuable workplace skills.
2. A collaborative and sensitive approach to working with others, particularly in dealing with external parties.
3. Self-motivated, with the ability to plan their 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.