**Job Description**

**Job Title:** Science Oxford Centre Officer

**Salary:**  £24K - £27K pa

**Responsible to:**  Science Oxford Centre Manager

**Working arrangements:** Split between 8.30 – 5.00 Monday-Friday and 8.30-5 Tuesday-Saturday. Required to cover two Saturdays each month.

**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 **Science Oxford Centre Officer** is one of 25 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 in Summer 2019. 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 30,000 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 Science Oxford Centre Officer is a new role within the organisation and will be responsible for the delivery of an education and engagement programme for families and primary schools at our new Science Oxford Centre (SOC), under the guidance of the SOC Manager. They are also responsible for the public opening of the Science Oxford Centre (SOC) for two Saturdays each month.

## Detailed Job Description The post holder will work with the SOC Manager and with the support of an Administrative Officer and a small team of casual staff (for Saturday opening). They will be part of the wider Education and Engagement team of Science Oxford (14 permanent staff):

1. To lead a team of casual staff in opening the SOC to the public (families) for two Saturdays each month, and to provide training and support to all new casual staff employed to work at the SOC.
2. To facilitate the experience of school pupils and families in the SOC hands-on exhibition (the Exploration Zone) and develop new activities using the ‘Live Lab’ drop-in space and via the exhibit content.
3. To lead SOC workshops and woodland walks and other education and engagement experiences for school pupils and families.
4. To work with the SOC Manager in developing new aspects of the SOC education programme for 3-11 year-olds, helping to ensure that the flexibility of the SOC content is used to provide new experiences for repeat visitors.
5. To support the SOC Manager in the quality assurance, evaluation and risk assessment processes of the SOC programme.
6. To support the SOC Manager in developing activities, related to the content and educational programme of the SOC, that visitors can try for themselves at home, school, or other community settings.
7. To liaise with other staff as required to enable effective communication about the SOC and its programming.
8. To support the wider Education and Engagement team in delivering STEM activities across Science Oxford’s schools’ and families’ programmes.

**General Management**

Like everyone else, the SOC 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 Diversity and Inclusion Policy is followed 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 STEM teaching (especially primary and/or Early Years) and/or experience of STEM development and delivery in the informal or outdoor learning sector, especially working with young people.
2. Experience of managing, supervising or supporting other colleagues.
3. Experience of providing STEM resources for teachers, young people or family groups or anything requiring the provision of clear, accessible information.

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. Excellent communication skills – verbal and written – and with a flair for communicating to young people effectively.
3. Knowledge of UK school systems and STEM curricula – especially at primary school level, including Early Years.
4. Team working skills, demonstrating sensitivity to others’ views and ability to show consideration and empathy.
5. Organisational and time-keeping skills.
6. Knowledge of Microsoft Office and other relevant computer applications, with experience of effective use of social media an advantage.

Preferred Behaviours

1. A passion for STEM education and engagement and for working with teachers, families and young people to support and inspire them and make them feel like science can be ‘for them’.
2. A creative team player who can contribute and shape ideas, and share responsibility.
3. A self-motivator, who can plan their own work schedule effectively and work flexibly.
4. Customer focused and able to demonstrate the Trust’s values with a high level of commitment to the organisation.