

## Job Description

<b>Job Title:</b>	STEM Projects Officer (Secondary)
<b>Salary:</b>	£25-28,000 pa depending on experience
<b>Responsible to:</b>	Head of Education Outreach and Training
<b>Working arrangements:</b>	8.30–5.00 Monday–Friday. Occasional evening and weekend work. No overtime paid but time off in lieu.
<b>Holiday:</b>	25 days per annum. The holiday year is January–December.
<b>Location:</b>	Science Oxford Centre, Quarry Road, Headington, 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 in enterprise, education, and engagement. **Science Oxford** is our public and education brand.
- The charity 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** with Science Oxford is one of 20 full and part-time posts employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, enhancing innovation and bringing science to life for young people, their teachers, and families.
- The Trust owns two sites in Oxford, the **Oxford Centre for Innovation** in the city centre and the **Wood Centre for Innovation** in Headington. The **Science Oxford Centre (SOC)** – a hands-on indoor/outdoor facility for early years and primary-aged children – adjoins the Wood Centre for Innovation where the Trust has its operational offices.
- Science Oxford is the region's leading developer and provider of STEM curriculum support and enrichment, with an extensive outreach programme and the Science Oxford Centre.
- Our Thinking, Doing, Talking Science programme is evidence based CPD for primary teachers and the ethos behind all Science Oxford's programmes.
- In addition, the Trust is deeply involved in the entrepreneurial life of Oxfordshire, supporting grass roots and early-stage STEM innovation in many ways, and helping to facilitate the county's world-class ecosystem.

- Whilst the Trust funds most 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 Careers Programme](#) and events such as the Young Scientists of the Year celebration.

The key responsibilities of this role will involve liaising with STEM volunteers and schools to deliver a target number of STEM careers days, STEM Insight Weeks and STEM placements each academic year, as well as supporting and contributing to the development and delivery of other STEM projects designed for 11–18 year-olds.

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 Training and with the support of the Education Team, including the Education Team Administrative Officer:

1. To develop, lead and deliver interactive, skills-based in-school STEM careers days for year 7, 8 or 9 students.
2. To develop, lead and deliver STEM Insight Weeks for year 9, 10 or 11 students.
3. To develop, organise and deliver STEM Placements for year 11 and 12 students.
4. To develop, organise and deliver our annual Young Scientists of the Year celebrations for year 13 students.
5. To develop relationships and liaise with local STEM employers to deliver the STEM Careers Programme; recruiting and supporting STEM volunteers to assist with the delivery of events and programmes and identifying and securing sponsorship opportunities.
6. To work with the wider Education and Engagement team to develop additional STEM activities and projects suitable for secondary school age young people, especially those who would otherwise find it difficult to access such opportunities, using either internal or external funding.
7. To ensure that quantitative and qualitative evaluation data is regularly collected from STEM Careers Programme and other activities and to liaise with the Head of Education Outreach and Training 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.

8. To work with the Head of Education Outreach and Training and Communications Team to promote the secondary outreach programme to schools, businesses and volunteers across Oxfordshire and Buckinghamshire. To be the lead contact with secondary schools and to contribute to a regular schedule of communications such as brochures, newsletters, news stories for our website and social media channels, and website updates.
9. To support the wider Education Team in delivering STEM activities across Science Oxford's schools' and families' programmes.

## **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 policies 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.

## **How to apply**

Please send a covering letter and a CV to [jobs@scienceoxford.com](mailto:jobs@scienceoxford.com)

The deadline for applications is 9am Monday 29<sup>th</sup> November 2021.

Interviews will be held on Wednesday 8<sup>th</sup> December 2021.

Start date from January 2022.

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