

Job Description

Job Title:	Science Oxford Centre Officer
Salary:	From £25,000 per annum, depending on experience
Location:	Science Oxford Centre, Quarry Road, Headington, Oxford, OX3 8SB
Responsible to:	Head of Science Oxford Centre Operations & Programmes (HSOCOP)
Responsible for:	n/a
Working arrangements:	12-month fixed term contract (with possibility to extend) 8.30-5.00, Mon-Fri with occasional weekend and evening working. No overtime paid, but time in lieu offered Part-time arrangement available, subject to discussion
Holiday:	25 days per annum The holiday year is January – December

The Role

The Science Oxford Centre (SOC) Officer will have shared responsibility for the delivery and administration of the primary schools programme. They will also be responsible for the public opening of the SOC, for up to two Saturdays each month.

The holder of this post will be a creative thinker who is able to develop their own ideas, working as part of our Education and Engagement Team and in consultation with the HSOCOP.

Detailed Job Description

The key responsibilities of the SOC Officer are as follows:

1. To deliver SOC education and engagement experiences for school visitors (approx. 15-20hrs per week). This includes delivery of science shows and workshops, and facilitation of experiences in the SOC hands-on exhibition (the Exploration Zone) and the drop-in 'Live Lab' space.
2. To deliver and oversee operations for up to two Saturdays per month, as the lead staff member responsible for operations at SOC Family Days. This includes supervising and supporting two to three SOC casual staff members, and supporting the concurrent operations of Saturday STEM Clubs (approx. 8.5hrs per day).

3. To support the administrations of the SOC school education programme. This includes processing bookings, providing advice and support to schools, planning schedules for school visits and ensuring the readiness of equipment and consumable supplies.
4. To support the HSOCOP with administration and the running of the SOC public programme, including group bookings, exhibit maintenance (e.g. Water Lab) and casual staff training.
5. To assist with the delivery and preparation of monthly Teacher Taster evenings and to liaise with other staff, as required, to enable effective communication about the SOC and its education programming.
6. To support the HSOCOP with quality assurance processes, including risk assessments, evaluation, data collection and reporting.
7. To support the HSOCOP in developing activities, related to the content and educational programme of the SOC, that visitors can try for themselves at home, school, or in other community settings.
8. To support the wider Education and Engagement team in delivering STEM activities across Science Oxford's schools, family and community programmes, primarily at the SOC but providing some support for outreach activities as required.

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 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.

Notes:

- This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the 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 this post.
- The post-holder is required to have an enhanced level DBS check and to undertake safeguarding training in line with the Trust's Safeguarding Policy.

Person Specification

Qualifications, Experience, Knowledge, Skills and Behaviours		
	Essential	Desirable
1	Experience of STEM teaching (especially primary and/or Early Years) and/or experience of STEM development and delivery in the informal learning sector.	Knowledge of UK school systems and STEM curricula – especially at Early Years and primary school level.
2	A passion for STEM education and engagement, and for working with teachers, families and young people to support and inspire them, to help them feel that science can be 'for them'.	
3	A minimum of Level 2 qualification or equivalent in STEM subject(s)	
4	Experience of working effectively and flexibly as part of a team.	Experience supervising team members and administrative functions. A strong team player who recognises and values colleagues' different perspectives and expertise.
5	Excellent communication skills – both verbal and written.	Experience of evaluation processes, quality assurance, written reports and communications.
6	An organised approach with an ability to plan and prioritise workload effectively	Willingness to work flexible hours, including occasional evenings and weekends, with reasonable notice.
7	Familiarity in the use and application of Microsoft Office software.	
8	A customer-focused approach and able to demonstrate the Trust's values with a high level of commitment to the organisation.	

Background Information

- Established in 1985, The Oxford Trust is a charity with the mission to encourage the pursuit of science. We do this by running programmes across three areas – innovation, education and engagement. Science Oxford is our public and education brand. The innovation programme is run under the Trust's name/brand.
- The charity is run by a board of trustees, who have mostly held leading roles in business, education or the sciences.
- The position of Science Oxford Centre Officer is one of 27 full- and part-time posts employed by the Trust with an additional eight people employed on our behalf via our innovation centre managing agents. 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, and promoting STEM careers.
- The Trust currently owns two innovation centres in Oxford: the Oxford Centre for Innovation in the city centre and the Wood Centre for Innovation set in 18 acres of woodland in Headington, working with over 40 young and growing science-based companies through provision of laboratories, workshops and offices. The income from the centres provides most of the funding for the Trust's education and engagement programmes.
- Science Oxford, the Trust's public and education brand, is the region's leading developer and provider of STEM curriculum support and enrichment and runs 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.
- The Science Oxford Centre is a hands-on indoor/outdoor facility for early years and primary-aged children and adjoins the Wood Centre for Innovation, where the Trust has its offices.
- In addition, the Trust is deeply involved in the entrepreneurial life of the county, supporting grass roots and early-stage STEM innovation in many ways and helping facilitate Oxfordshire'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.

How to apply

Please send a CV and covering letter to jobs@scienceoxford.com. Deadline for applications is 9am on **Monday 13th May 2024**.

Interviews will be held on Wednesday 22nd, Thursday 23rd and Friday 24th May (between 3-5pm). Start date will be between June-July 2024.