

Job Description

Job Title:	STEM Careers Lead, The Oxford Trust
Salary:	£33,000–£38,000 annum, pro rata, plus benefits, depending on experience
Responsible to:	Head of Education
Position:	Permanent (with 3-month probation).
Working arrangements:	0.8 – 1.0 FTE, 8.30–5.00 (to include Mondays). Minimum of 60% of time to be on site/in person. Occasional evening and weekend working. There is a time off in lieu system to compensate for overtime.
Travel:	Ability to travel in Oxfordshire and Buckinghamshire in own car. Occasional travel further afield for national conferences and stakeholder meetings. Expenses paid.
Holiday:	25 days per annum plus bank holidays for FTE. The holiday year is January–December.
Location:	Wood Centre for Innovation, Quarry Road, Headington, Oxford OX3 8SB

The role

The STEM Careers Lead for The Oxford Trust will:

- Develop and lead an exciting, reimagined programme of STEM Careers initiatives for secondary aged students (aged 11–18).
- Confidently network and build strong links with a range of stakeholders including school staff, local STEM businesses, as well as regional and national STEM organisations.

This includes:

- Working with the communications team to ensure that The Oxford Trust's STEM Careers Programme is widely promoted to teachers and schools.
- Effectively creating professional networks and actively pursuing stakeholder engagement, championing the organisation both regionally and nationally.
- Representing the organisation at events, to include presenting externally.

- Developing, evaluating and reporting on STEM Careers initiatives.
- Working in line with The Oxford Trust's strategic goals and in response to the changing education landscape.

The role would suit an individual with:

- A teacher qualification or relevant STEM engagement or science communication expertise.
- The ability to work autonomously.

Job description

As The Oxford Trust's STEM Careers Lead, the post holder reports to the Head of Education and works within the Science Oxford team for The Oxford Trust. The postholder's key responsibilities are:

STEM Careers Programme Development & Management

- Design and implement high-quality, engaging and inspirational STEM career programmes and events for secondary-aged students in schools across Oxfordshire and Buckinghamshire that increase knowledge, skills and aspirations.
- Organise workshops, talks, mentoring sessions and industry tours with local STEM professionals that showcase STEM career pathways and opportunities.
- Ensure the career programmes align with school and college curriculum, industry and local STEM employer needs.
- Draw on best practice as outlined in the Gatsby Benchmarks and Careers and Enterprise Company (CEC) Modern Work Experience guidance, for example.

School and Stakeholder Engagement

- Foster valuable links with secondary schools and colleges in the region.
- Engage with headteachers, science subject leads and careers advisors.
- Build partnerships with local Careers Hubs.
- Be connected into national STEM education organisations and keep abreast with new initiatives, trends and reports.
- Represent The Oxford Trust at relevant conferences and events.
- Utilise the new Customer Relationship Management (CRM system) to capture stakeholder engagement.

Industry Partnerships & Employer Engagement

- Build strong relationships with STEM industries, academic institutions and professional organisations.
- Arrange industry visits, internships, and work experience opportunities for students.
- Partner with businesses to support apprenticeships and STEM career pathways.
- Facilitate networking events between students and STEM professionals.

Student Career Guidance & Support

- Provide STEM career advice and mentorship to students based on their interests and skills.
- Support students with university applications, apprenticeships, and job placements.
- Promote STEM role models and career stories to inspire diverse participation.
- Keep up-to-date with emerging STEM job trends.

Curriculum & Teaching Support

- Work with teachers to promote STEM careers education.
- Support the development of real-world STEM projects and competitions.
- Ensure students develop key employability and transferable skills for STEM careers.

Monitoring & Evaluation

- Assess the impact of STEM career programmes on student engagement, aspirations and progression to pursue STEM careers.
- Use data, surveys and feedback to refine career initiatives.
- Report outcomes to school leadership, industry partners, and stakeholders.

STEM Advocacy & Diversity Promotion

- Encourage participation in STEM careers from under-represented groups.
- Stay up-to-date with STEM career trends, job market needs, and education policies.

Operations

- Ensure high-quality documentation is kept for all deliverables, in line with agreed format.
- Manage the logistics, scheduling, and co-ordination of STEM programmes and events with support from the Education Administration Officer.
- Ensure STEM careers initiatives can be delivered within an agreed budget.
- Maintain accurate records of session participation and evaluation.

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 DBS check.

General management

As for all staff, the post holder must take responsibility for their own personal management and development and manage physical resources effectively, including:

- Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensuring that the organisation's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- Reading and responding to internal communications and information which is disseminated.
- Participating in the Trust's agreed performance appraisal system.
- Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
- Complying with GDPR and financial regulations and the Trust's other policies and systems.
- Undertaking safeguarding training as required.

Work experience, skills & knowledge

Person specification:	Essential	Desirable
Qualifications:		
Teaching qualification		√
A STEM-related qualification (undergraduate degree, postgraduate certificate or equivalent)		√
Driving license	√	
Knowledge and skills:		
An understanding of best practice pedagogy in STEM education to include knowledge of how to build STEM capital	√	
Excellent communication (written and verbal), presentation and interpersonal skills	√	
Excellent knowledge of the UK school system and curriculum	√	
Effective budget management		√
Some understanding of the STEM careers landscape, emerging technologies and global challenges		√
Knowledge of STEM career pathways post 16 (to include apprenticeships and undergraduate opportunities)		√
Experience of:		
Leading sessions for secondary-aged students	√	
Growing a professional network and working with stakeholders	√	
Confidently presenting to a wide range of audiences. (This could include students, parents and teachers)	√	
Creating engaging STEM content for secondary-aged students (lessons, workshops, shows etc.)	√	
Developing STEM outreach programmes		√
Data analysis skills that include monitoring and reporting on progress against agreed targets	√	
Working in a STEM organisation		√
Evidence of:		
A passion for STEM education and inspiring the next generation about STEM careers	√	
Strategic thinking and the ability to manage competing priorities	√	
The ability to inspire others	√	
Being creative and adaptable with a growth mindset in a rapidly evolving field	√	
Interest in widening participation and promoting diversity in the STEM sector	√	
Providing careers guidance and/or mentoring to young people		√
Safeguarding training		√

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 (supporting early-stage science & tech start-ups), education (inspiring young people about science) and engagement (engaging public audiences with science). Science Oxford is our education and engagement brand. The innovation programme is operated under the Trust's parent 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 STEM Careers Lead is currently one of 26 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 is deeply involved in the entrepreneurial life of the county, supporting grass roots and early-stage STEM innovation in many different ways and helping facilitate Oxfordshire's world class ecosystem through partnerships its innovation centres.
- The Trust operates two innovation centres in Oxford: the Oxford Centre for Innovation in the city centre and the Wood Centre for Innovation in Headington, home to early-stage and growing tech companies. The income from the centres provides most of the funding for the Trust's education and engagement programmes.
- The Trust's Education and Engagement programmes are run through Science Oxford, the region's leading developer and provider of STEM curriculum support and enrichment. We run an extensive primary outreach programme and primary school visits to the Science Oxford Centre. In addition, we run a secondary STEM careers programme.
- Our engagement programme includes family events at the Science Oxford Centre on Saturdays as well as community activities.
- Our Thinking, Doing, Talking Science (TDTScience) programme research-based best practice pedagogy is the ethos behind all Science Oxford's programmes.
- The Science Oxford Centre – the UK's first hands-on indoor/outdoor facility for early years and primary-aged children – adjoins the Wood Centre for Innovation, where the Trust has its offices.
- 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

To apply, please email a CV and covering letter explaining your suitability for the role to jobs@theoxfordtrust.co.uk

Application deadline: 23rd March 2025

Interview date: Week commencing 7th April 2025

Start date: By September 2025