

Job Description

Job Title:	Digital Technology Specialist, The Oxford Trust
Salary:	£28,000 - £31,000 annum, pro rata, plus benefits, depending on experience
Responsible to:	Engagement Manager
Position:	Permanent (with 3-month probation).
Working arrangements:	Full-time, 09:00–5:30 Monday to Friday (core hours) or Tuesday to Saturday on weeks where Saturday clubs are running (typically at least once a month). There is a time off in lieu system to compensate for overtime. Tuesday is a core working day for the education and engagement team.
Travel:	Must have access to a vehicle for any outreach (for which travel expenses will be 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 Digital Technology Specialist will play a pivotal role in reimagining and delivering the Science Oxford Digital STEM Programme to engage young people aged 5-18 about the wonders of digital technology advancements and develop their digital skills. Showcasing the ways in which digital technologies are driving pioneering solutions to global challenges will be key. This role will include:

- Designing, developing & facilitating digital STEM workshops, in-school, at after-school and weekend clubs, and summer camps, ensuring a safe and inclusive learning environment.
- Develop and deliver interactive programmes in coding (e.g., Python, Microsoft Make Code, Scratch), robotics, and AI concepts tailored to different age groups (aged 5-18).
- Promoting digital literacy.

- Partnering with local STEM organisations, research groups and universities to enhance the offer as well as other charities with a shared mission.
- Being part of a national network of digital education experts and representing Science Oxford.
- Ensuring that Science Oxford digital resources are current and well maintained.
- Training other Science Oxford staff on digital STEM provision.
- Evaluating and reporting on digital activities.
- 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 passion for inspiring young people about STEM
- Digital education expertise
- Engaging presentation skills
- Experience in delivering digital STEM education programmes for young people

Job description

As The Oxford Trust's Digital Specialist, the post holder reports to the Engagement Manager and works within the Science Oxford team for The Oxford Trust. The postholder's key responsibilities are:

Design and lead Digital STEM workshops and clubs

- Develop engaging, hands-on digital STEM workshops and clubs for children and young people (in primary and secondary age groups).
- Incorporate interactive technologies such as coding, Micro:bit, AI, machine learning, robotics and 3D printing to enhance learning experiences.
- Adapt content to suit different age groups and abilities, ensuring inclusivity and accessibility.
- Collaborating with the STEM Careers Lead to embed digital technologies in the STEM Careers programme,

Promote digital literacy

- Inspire young people to develop essential digital skills relevant to future STEM careers.
- Showcase how digital technologies contribute to the creation of pioneering solutions that are tackling global challenges.
- Encourage curiosity and critical thinking around digital innovation.

Technology integration

- Stay informed on the latest digital technologies and educational methodologies.
- Embed best practice pedagogies into programme design and delivery.
- Ensure technology use enhances engagement and educational outcomes.
- Evolve to meet the new curriculum requirements (when announced).

Partnership development

- Establish and nurture collaborations with local STEM organisations, universities, and research groups.
- Work with charities and community partners sharing similar education missions.
- Leverage partnerships to enrich programme content and reach wider audiences.
- Stay abreast with grant funding opportunities in the sector and co-write applications where appropriate.

National network participation

- Represent Science Oxford in national digital education networks.
- Share and exchange best practices, ideas, and resources with peers.
- Contribute to collaborative initiatives and sector development.

Resource management

- Maintain and update digital STEM resources and equipment regularly.
- Ensure all equipment is safe, functional and ready for use in workshops.
- Manage inventory and co-ordinate procurement when necessary.

Staff training

- Provide training sessions for Science Oxford staff and volunteers on digital STEM delivery.
- Support colleagues in developing confidence and skills with digital tools and technologies.
- Create training materials and guidance documents as needed.

Evaluation and reporting

- Utilise HubSpot for keeping accurate records.
- Collect and analyse feedback from participants and stakeholders.
- Measure the impact of digital STEM activities and programmes.
- Prepare clear, informative reports for internal use and external funders or partners.

Strategic alignment

- Deliver programmes aligned with The Oxford Trust's strategic objectives.
- Adapt to evolving educational policies and emerging trends.
- Develop Science Oxford's digital education strategy.

Operational responsibilities

- Co-ordinate logistics for in-reach at the Science Oxford Centre and outreach which includes travel to schools and community venues.
- Manage scheduling to meet programme demands which will include running various after school clubs and include delivery at least one Saturday a month.
- Maintain accurate records and ensure smooth day-to-day delivery of workshops.

Collaboration and teamwork

- Work closely with the wider Education and Engagement team to share learning and support events.

- Contribute to the delivery of seasonal programmes such as Holiday Clubs, the Big Science Event and the Winter Livestream.
- Work with the communications and marketing team to promote the digital programme and contribute to a regular schedule of communications as required – including brochures, newsletters, e-communication, social media and press releases.

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:		
Educated to degree level or equivalent experience, in STEM, digital education, computer science, or a related field.		√
Clean driving license	√	
Knowledge and skills:		
Strong knowledge of coding (e.g. Python, JavaScript, Scratch), Micro:bit, robotics platforms (e.g. LEGO® Mindstorms, LEGO® Education SPIKE Prime & SPIKE Essential, Vex Go), Tinkercad (e.g. Arduino), AI and Machine Learning for education (such as Teachable Machine) and 3D printing.	√	
Knowledge of best practices in digital pedagogy and informal STEM education.	√	
Experience working with digital tools and technologies in an educational or outreach setting.	√	
Demonstrated ability to design, develop, and deliver hands-on digital learning experiences to young people.	√	
Confident using digital tools, software, and equipment.	√	
Experience collaborating with external partners or STEM organisations.		√
Strong science communication skills, with ability to translate complex scientific ideas into engaging, age-appropriate content for children, families, and non-specialist audiences.	√	
Confidence in presenting to groups of children and adults in a science centre, school or community setting.	√	
Experience adapting content for different audiences and learning needs.		√
Excellent communication (written and verbal), presentation and interpersonal skills	√	
Knowledge of the UK school system and curriculum		√
Experience of:		
Creating engaging, inclusive digital workshops for primary aged pupils and secondary students		√
Experience in impact evaluation, data collection, and reporting.		√
Evidence of:		
A passion for STEM education and inspiring the next generation about STEM careers	√	

The ability to work independently and as part of team, adapting to a varied work schedule, managing logistics and time effectively.	√	
The ability to be a strong team player who recognises and values colleagues' different perspectives and expertise	√	
Strategic thinking and the ability to plan and prioritise workload effectively.	√	
Being a creative problem solver who is adaptable, with a growth mindset in a rapidly evolving field	√	
Commitment to safeguarding	√	

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 and 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 Digital Technology Specialist 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 under the Science Oxford brand, 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 such as digital technology, science & nature clubs, after school clubs and summer camps.
- Our Thinking, Doing, Talking Science 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

Please contact sian.stratton@scienceoxford.com Engagement Manager, if you would like to discuss the role.

Application deadline: Applications reviewed on a rolling basis.

Start date: As soon as possible.