

Job Description

Job Title:	Education Outreach Officer, The Oxford Trust
Salary:	£26,000 - £30,000 annum, pro rata, plus benefits, depending on experience
Responsible to:	Head of Education
Position:	Permanent (with 3-month probation).
Working arrangements:	Full-time, typically 7:30 – 4.00 on delivery days across Oxfordshire and Buckinghamshire (usually up to an hour away from the Science Oxford Centre) and 8.30 – 5.00 for office days. Due to the nature of the role, start and finish times may vary, with some longer hours required. Occasional evening and weekend work. No overtime paid but time off in lieu. Tuesday is a core on-site working day for the education and engagement team with team meetings typically held on this day.
Travel:	Must have access to a vehicle (for which travel expenses will be paid) or be in a position to drive the Science Oxford van (as a priority user).
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 Education Outreach Officer will play a key role in delivering engaging, interactive, curriculum-linked STEM workshops and shows in primary schools in the region (Oxfordshire and Buckinghamshire). This will include:

- Supporting the booking of outreach activities which is primarily carried out by the Education Team Administration Officer
- Presenting shows (including in the mobile planetarium) and facilitating workshops largely in primary schools and occasionally for community events, that inspire young people about STEM

- Representing Science Oxford and building links with school leaders and teachers
- Co-developing, evaluating and reporting on outreach 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
- Science communication expertise
- Engaging presentation skills
- Experience in delivering STEM education programmes for children

Job description

As The Oxford Trust's Education Outreach Officer, 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 Workshop and Show Delivery

- Deliver interactive, curriculum-linked science workshops, shows and activities in schools and at off-site events.
- Adapt delivery to suit different age groups, settings and learning needs (Key Stages 1 and 2).
- Pack and manage outreach equipment and resources with support from the Education Team Administration Officer, which requires manual handling capability.

Programme Planning and Development

- Contribute to the development of new curriculum-linked outreach activities, workshops and themed programmes.
- Ensure content is accurate, engaging, inclusive and relevant to pupils' learning and real-world contexts.
- Contribute to the redevelopment of Science Oxford's kit loan offering.

The Big Science Event in collaboration with the Great Science Share for Schools

- Play a pivotal role in organising the annual Big Science Event, to include working with partners and sponsors, as well as evaluating its impact.

Promoting Science Oxford Membership and Education Programmes

- Promote Science Oxford membership to school leaders and teachers by highlighting the benefits.
- Encourage schools to engage further with the wider Science Oxford education programme offerings including visits to the Science Oxford Centre, professional development opportunities for teachers and the annual Big Science Event.

- Use HubSpot to track interest, follow up with contacts and support targeted communication.

Administration and Evaluation

- Use HubSpot to maintain detailed and accurate records of outreach sessions, bookings, contacts and participant feedback.
- Evaluate programmes to assess effectiveness and inform improvements.
- Assist in compiling reports and measuring the impact of programmes.

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 outreach activities and contribute to a regular schedule of school 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 (ideally in a STEM, education, or science communication-related field)		√
Clean driving license	√	
Knowledge and skills:		
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 schools or community settings.	√	
Experience adapting content for different audiences and learning needs.		√
Experience building rapport with school leaders, teachers and educational partners.		√
Excellent communication (written and verbal), presentation and interpersonal skills	√	
Excellent knowledge of the UK school system and curriculum	√	
Experience of:		
Creating engaging, inclusive science workshops for primary aged pupils		√
Experience in impact evaluation, data collection, and reporting.	√	
Evidence of:		
A passion for STEM education and inspiring the next generation about STEM careers	√	
Resilience and the ability to adapt to a varied work schedule with regular travel that involves 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 Education Outreach Officer 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

Please contact daniel.scholes@scienceoxford.com, if you would like to discuss the role.

Application deadline: Applications reviewed on a rolling basis.

Start date: As soon as possible.