

Job Description

Job Title:	Science Oxford Centre Lead (Deputy), The Oxford Trust
Salary:	£33,000 annum, pro rata, plus benefits, depending on experience
Responsible to:	Head of Science Oxford Centre
Position:	Permanent (with 3-month probation).
Working arrangements:	Full-time, 8.30 – 5.00 (Tuesday – Saturday up to 2 weeks per 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.
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 Science Oxford Centre Lead will play a pivotal role in the smooth running of the Science Oxford Centre. This will include:

- Deputising for the Head of the Science Oxford Centre as needed (to include attending Senior Leadership Team meetings).
- Co-delivering and administrating a dynamic programme for primary schools.
- Being responsible for the public Family Days on two Saturdays a month.
- Leading on the management and recruitment of volunteers.
- Developing the Live Lab programme to enhance engagement for our audiences with a wealth of scientific researchers and STEM professionals.
- Promoting and championing the Science Oxford education and engagement programmes.
- Co-developing, evaluating and reporting on Science Oxford Centre 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
- Experience in delivering STEM education programmes for children
- Experience co-ordinating the day-to-day operations of a visitor centre, museum, or educational facility.

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As The Oxford Trust's Science Oxford Centre Lead, the post holder reports to the Head of Science Oxford Centre and works within the Science Oxford team for The Oxford Trust.

The postholder's key responsibilities are:

Primary school in-reach programme

- Effectively deliver a high-quality programme of STEM workshops, shows and activities tailored to primary-aged pupils visiting the Science Oxford Centre.
- Collaborate with the education team to ensure content is engaging, age-appropriate and aligned with the national curriculum.

Public Family Days

- Oversee the planning and delivery of interactive and inclusive Family Days that offer inspiring science experiences for families and children.
- Ensure all activities are well-resourced, staff are fully briefed and the environment is safe, welcoming, and engaging for diverse audiences.
- Be responsible for the running of public Family Days on two Saturdays a month.

Community groups

- Co-deliver inclusive and engaging science-themed events tailored for local community groups, home-educating families and underserved audiences.
- Ensure all community events provide meaningful, hands-on experiences that highlight the relevance of science in everyday life and inspire long-term interest in STEM.

Wider Science Oxford education programme

- Contribute actively to the development and delivery of wider education initiatives, including holiday clubs, the Winter Livestream, and the Big Science Event.
- Support collaboration across teams to ensure consistency of quality and innovation across all Science Oxford learning programmes.

Visitor experience and programme development

- Ensure all visitors—schools, families, and community groups enjoy a high-quality, inclusive and engaging experience at the Science Oxford Centre.
- Support the ongoing planning, refinement and innovation of educational sessions and public engagement programmes.
- Work closely with the wider Science Oxford team to align programming with audience needs and strategic goals.

Volunteer programme

- Design and implement a structured volunteer programme to support the delivery of Science Oxford's activities and events.
- Recruit, train and support volunteers to ensure they contribute effectively and feel valued as part of the Science Oxford community.

Live Labs

- Develop the Live Lab offering to provide a wealth of high-quality experiences that connect young learners and their families with real-world science and engineering in ways that foster curiosity, creativity and critical thinking.
- Collaborate with STEM professionals to highlight real-world solutions to global challenges and show the everyday relevance of science and engineering to children and families.
- Create opportunities for visitors to explore emerging technologies through hands-on activities and engagement with experts.
- Coach contributors to ensure Live Lab sessions are appropriately tailored for audiences and maximise engagement.

Leadership and management

- Deputise for the Head of the Science Oxford Centre as needed (to include attending Senior Leadership Team meetings).
- Play an active role in training new members of staff and volunteers.
- Be involved in shaping strategic direction and optimising visitor experience.
- Ensure the Science Oxford Centre runs safely, efficiently and in line with organisational values.

Operations and facilities management

- Co-manage the administration for the Science Oxford Centre 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.
- Manage health and safety, safeguarding, risk assessments, and emergency procedures within the centre.
- Maintain the facility, exhibits, and grounds in collaboration with other staff and suppliers.

Monitoring and evaluation

- Monitor and evaluate attendance, feedback and impact data to inform continuous improvement.
- Contribute to reporting to senior leadership and stakeholders.

Strategy and development

- Contribute to the strategic direction and future development of the centre and its programmes.
- Identify opportunities for growth and partnerships to include relevant grant funding.
- Stay informed on best practices in science communication and informal education.

Stakeholder engagement

- Build relationships with local schools, educators, community groups and partner organisations.
- Represent Science Oxford at events and networks to raise the profile of the Centre and its work.
- Collaborate across the wider Oxford Trust staff team on education, communications, marketing and operations.

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:

- Being responsible 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, first aid and other 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)		√
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.	√	
Experience co-ordinating operations, for example at a visitor-facing venue, educational centre, museum, or similar public engagement space.		√
Experience working with schools, teachers, or educational partners.	√	
An understanding of best practice pedagogy in primary science and how to build science capital		√
Excellent communication (written and verbal), presentation and interpersonal skills	√	
Excellent knowledge of the UK school system and curriculum	√	
Experience of:		
Experience working with scientists, engineers, or researchers to develop public engagement activities.		√
Managing volunteers		√
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	√	
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	√	

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 Science Oxford Centre 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

Please contact francesca.maclennan@scienceoxford.com, Director of Science Education and Engagement, if you would like to discuss the role.

Application deadline: 17th August 2025

Interviews: September 2025