

Job Specification

Curiosity Officer (Public Engagement), Winchester Science Centre & Planetarium

Post Title:	Curiosity Officer (Public Engagement)
Line Manager:	Director of STEM Strategy
Salary:	£21,420 - £26,520 per annum depending on experience
Hours:	37.5 hours per week working 5 out of 7 days. This will regularly include 3 in 4 weekends. Evening work expected.
Annual leave:	20 days plus bank holidays
Deadline:	6 March 9am
Interviews:	12-14 March 2019

1. The Role

We are recruiting for the role of Curiosity Officer (Public Engagement), based in Winchester reporting to the Director of STEM Strategy. The Curiosity Officer will manage our engagement with our largest audience – the public. The Curiosity Officer will coordinate and deliver the charities key aim of sparking curiosity for all. This is a rare and unique opportunity to join a charity with a friendly and supportive team, dedicated to delivering public engagement every weekend and school holiday.

A core role within the Department of Curiosity, the Curiosity Officer will be responsible for the evidence-based creation and refinement of exciting and empowering live shows, resources, events and programmes delivered as part of the public offering of the organisation.

The Curiosity Officer will be an expert in science communication and will deliver, with support of the rest of Curiosity department, a large portion of the organisations offering for all audiences, but specifically public and family engagement. This includes, but is not limited to: live science shows, outreach, planetarium shows, mobile planetarium, workshops, science busking, Invention Studio management and exhibition explaining, both in the Centre and at external events.

Through direction from the Head of Curiosity and Head of Planetarium, the Curiosity Officer will also have responsibility for managing various public engagement projects throughout all stages of project management including planning, development, delivery and evaluation.

The Curiosity Officer will bring quality, awe and innovation to the visitor experience, including an outstanding offer for families, schools, youth groups and adults to entice intrigue in science participation, through a variety of inspiring activities and events at the Centre and

outside. The Curiosity Officer will use their experience to supervise our team of full time and casual Inspirers, internship students and volunteers. Cross-departmental working will be required to ensure the successful running of the centre and outreach events.

Flexibility is essential as Winchester Science Centre relies on a small team of dedicated individuals working closely together to support and develop the charity, so occasional additional support duties will be required in other areas of its business.

2. Job Description

Key Responsibilities

- Responsible for the preparation, delivery and evaluation of the charities' inspiring public engagement offer on a day to day basis. This may also include logistical management of groups and public.
- Delivery of key organisational offerings, such as live shows, planetarium shows, workshops and demonstrations to both members of the public and schools.
- Create and develop innovative content and events to achieve specific strategic goals as directed by the Head of Department in the STEM Team.
- Take responsibility for ordering and maintaining resources to a high standard, with oversight from the budget holder.
- Supervise and be a role model to the Inspirers, volunteers and interns ensuring quality at all times.
- Support the Head of Widening Participation to entice new audiences to the Centre by delivering exciting outreach opportunities, such as science busking at festivals, live shows and mobile planetarium shows.
- Work cross departmentally to ensure outstanding science communication and consistency.
- Maintain an up-to-date knowledge of the science curriculum and current pedagogical techniques.
- Support the delivery of our Ultimate STEM School Trip, alongside another Curiosity Officer.
- Lead our Uniformed Groups sessions as needed.
- Support the Centre with creation and development of corporate activities, as needed.
- Ensure accessibility is a priority, when creating and delivering our offer.
- Ensure the educational spaces are well maintained, and any issues reported to facilities.
- Undertake other tasks as should reasonably arise within the remit of Curiosity Officer to include all levels of work within this team. The above should not be considered an exhaustive list.
- Other project support as required by Director of STEM Strategy.

Special Circumstances

There may be occasional work, meetings and events in evenings, early mornings and at weekends which will be compensated by time off in lieu. Additional overtime would be arranged only with agreement of both the employee and line manager. Occasional travel will be required.

3. Person Specification

E = Essential **D = Desirable**

Education

- BA or BSc (Hons) or equivalent qualification in Science, Technology, Engineering or Mathematics. (D)
- Level 3 or equivalent qualifications, in a STEM subject. (E)

Experience

- Delivering live science shows to a public audience (E), including within a planetarium (D).
- Creating and developing outstanding scientific resources for a range of audiences. (E)
- Delivering inspirational workshops and group experiences, to young people of all ages. (E)
- Explaining and exploring scientific concepts to public audiences. (E)
- Pedagogical practices to spark curiosity. (D)
- Successfully supervising and training colleagues. (E)
- Delivering outstanding science communication in a variety of locations, e.g. festivals, conferences, schools. (D)
- Previous experience of data collection and evaluation. (E)

Practical skills and knowledge

- High level communication skills, both verbal and written, to enable excellent communication with educators and STEM professionals at all levels. (E)
- Good knowledge of science research. (E)
- Good knowledge of UK school systems and STEM curricula. (E)
- An understanding of local and national STEM engagement providers. (D)
- Competence in the use and application of Microsoft office software. (E)
- Good organisational skills and an ability to prioritise effectively. (E)
- Staff supervision and team working skills. (E)
- Good at logistical management. (E)

In addition, applicants will have:

- A clean record on the Disclosure and Barring Service (E)
- A clean driving license – access to a company vehicle will be available as required for delivering external events (D)

Application procedure

An application form is available on www.winchestersciencecentre.org, please complete the form and return to lauraollis@winchestersciencecentre.org with covering letter attached.

The deadline for application is 6 March 2019 at 9am. Interviews will take place 12-14 March 2019.

Please clearly state your previous experience that links to the requirements of the role. Candidates whose experience does not match the Essential Criteria will not be considered.

For an informal conversation about this role please contact Emily Mace, Director of STEM Strategy by emailing emilymace@winchestersciencecentre.org