

## Applying for a role at Winchester Science Centre

Before applying for a role at Winchester Science Centre, please read the following information to better understand who we are, what to expect, and how to apply.

### About Us

Winchester Science Centre (WSC) is an independent educational charity dedicated to sparking curiosity and building science capital for all.

Boasting two floors of hands-on interactive exhibits, the UK's largest standalone planetarium and a wide-ranging events programme, the Science Centre is an important regional hub for informal science learning and a popular visitor attraction for families, schools and the general public.

The STEM NOW team based at WSC run the South Central STEM Ambassador Hub on behalf of STEM Learning UK, coordinating more than 4,000 volunteers. Furthermore, as part of long-term strategic direction to engage with new

and underserved audiences, our reach extends outside the Science Centre through an exciting events programme and successful partnerships with universities and industry.

To achieve such huge ambitions, we rely on our dedicated, energetic and motivated team across a wide range of posts covering an even wider range of skills - science communication, maintenance, customer service, finance, administration, marketing, fundraising and much more!



We actively encourage sharing skills and best practice cross-departmentally and through our national and international networks, and we encourage employees to develop personally and professionally. We've built a culture where open and honest feedback is encouraged, and we love to celebrate success.

The Centre enjoys a stunning rural location within the South Downs National Park, with excellent road links from London and across the South of England.

Visitor numbers are set to exceed 180k this year and with transformational plans in the pipeline, there has never been a more exciting time to join our team.



Aside from offering a truly unique and exciting working environment, we can offer a competitive salary, cash-back health plan (subject to minimum working hours), free parking, free tickets to planetarium shows and most special events, regular staff socials and discount in the shop and café.

If you would like to join us on our vision to Spark Curiosity, have a genuine passion for your day-to-day duties and would be committed to the objectives of our charity and seeing it succeed, we would love to hear from you!

## A Note from Our CEO

*"Thank you for considering a role at Winchester Science Centre. Our charity is committed to sparking curiosity in Science, Technology, Engineering and Maths and I am incredibly proud of our team of committed staff and volunteers.*

*Our charity abides by our own core principles which I recommend that you read alongside the accompanying information for this role. Our core principles reflect our ambitions as a charity and as an employer. They have been created with the team and trustees and are an essential part of our decision making every day. Many of these core principles can only be delivered with a committed and invested staff, all are united towards a common goal. We value our staff and the Trustees, Senior Management Team and I are committed to creating a positive and empowering place for a diverse workforce to help support our mission - and have fun along the way!*

*I thoroughly enjoy my role as Chief Executive leading this organisation through an exciting time for our charity. I wish you all the best with your application and thank you for considering Winchester Science Centre.*

*Ben Ward, CEO"*



## Application Procedure

To apply, please carefully follow the instructions below.  
We look forward to receiving your application.

- Read the *Job Description* and *Person Specification* for the post carefully.
- Review the *Job Applicant Privacy Notice*.
- Write a cover letter, clearly stating how your qualifications and experience match those required.
- Complete the *Application Form* on a computer.
- Email the completed application form and cover letter to [lauraollis@winchestersciencecentre.org](mailto:lauraollis@winchestersciencecentre.org)



Please clearly state your previous experience that links to all of the requirements of the role. Candidates whose experience does not match the Essential Criteria will not be considered. Applications received after any set deadline cannot be considered. If the application states Rolling Deadline please send your application as soon as it is completed.

Once the deadline has passed, we will select candidates for interview based on the information provided on the Application Form and covering letter. Using this information, the panel will review how the application meets the criteria set out in job description and person specification.

## Equal Opportunities

WSC operates an equal opportunities policy and we are committed to encouraging equality and diversity in our workforce. We welcome applications from all suitably qualified persons regardless of sex, race, nationality, ethnic origin, marital status, age, sexuality, religious belief or disability.

We are members of the [Disability Confident](#) and [Mindful Employer](#) schemes, which means we're committed to ensuring recruitment and staffing policies are inclusive, accessible, and support is offered to staff who experience mental health conditions. We also guarantee to interview all disabled applicants who meet the minimum criteria.



## Get in touch

If you have any questions regarding a role, require an alternative format or wish to discuss access needs or reasonable adjustments, please contact [lauraollis@winchestersciencecentre.org](mailto:lauraollis@winchestersciencecentre.org) or telephone 01962 891900.