

Job Specification

STEM Ambassador Liaison Officer (fixed-term, term-time only), Winchester Science Centre & Planetarium

Post Title:	STEM Ambassador Liaison Officer (fixed-term, term-time only)
Location:	Remote – covering West Berkshire, Oxfordshire, and Buckinghamshire
Contract length:	Fixed-term until 31 March 2020.
Line Manager:	STEM Engagement Manager
Salary:	£17,250 per annum (based on 37.5 hours per week, term-time only, equivalent to £23,000 FTE)
Annual leave:	157.5 hours per annum which includes a pro-rata entitlement to bank and public holidays
Deadline:	5pm 17 June 2019 to emilymace@winchestersciencecentre.org
Hours:	37.5 hours per week, term-time only (0.75 FTE)*.

*Work hours will usually be 08:30am-5:00pm Monday – Friday with 1 hr for lunch. A flexible working pattern will be required, which may include some evenings and weekends by arrangement. At interview stage, we would be happy to discuss the possibility of a 30-hour working week across a minimum of 4 days (also term-time only, salary to be adjusted according). Please state your availability in your application.

1. The Role

The STEM NOW team based at WSC run the South Central STEM Ambassador Hub on behalf of STEM Learning UK. Through coordinating more than 4,000 volunteers, the STEM NOW team are dedicated to inspiring young people to consider STEM subjects (Science, Technology, Engineering and Maths) and open up the many opportunities available to them in STEM industries and careers.

The team are now looking for a self-motivated and enthusiastic individual to help deliver this mission in the role of STEM Ambassador Liaison Officer. The post-holder will work remotely term-time only focusing on the areas of West Berkshire, Oxfordshire, and Buckinghamshire.

The STEM Ambassador Liaison Office role has four key strands.

- 1) To support the STEM Engagement Manager in delivering the STEM Learning Ambassador Programme contract requirements. This involves working directly with schools, colleges and community groups in West Berkshire, Oxfordshire, and

Buckinghamshire to ensure that STEM Ambassadors in this region are effectively mobilised to enrich and enhance the STEM curriculum.

- 2) The focus for this role is to develop effective relationships with school teachers, careers advisors and club leaders to encourage and facilitate effective partnerships between schools and local STEM Ambassadors and STEM employers. The post holder will be driven to meet targets related to engagement.
- 3) To deliver training packages to STEM Ambassadors to ensure they are fully equipped to work with young people and encourage a diverse range of STEM Ambassador activities.
- 4) To build regional relationships, and work closely with strategic partners with the support of the STEM Engagement Manager.

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:

- Enable STEM teachers and leaders from state schools and youth groups to have access to an extensive STEM volunteer cohort, by raising awareness for WSC and the STEM Learning networking, support activities and building key relationships.
- Proactively contact STEM teachers and leaders in selected schools, to ensure these schools engage effectively with the STEM Ambassador Programme. Identify engagement levels and school needs and suggest deliverable activities that would meet these needs.
- Organise and facilitate a select number of local network meetings between teachers and STEM Ambassadors, in order to share best practice and organise STEM activities effectively.
- Organise, facilitate and deliver STEM events for schools, youth groups and STEM Ambassadors to enable continued engagement, and demonstrate best practice.
- Manage relationships with STEM employers and identify new opportunities with the sector, especially in supporting particular local school networks. This will also involve promoting the programme to some STEM employers and groups of STEM Ambassadors
- Deliver STEM Ambassador training when required within your area.

- Where appropriate, develop and maintain effective relationships with other STEM enrichment organisations such as universities, charities, museums and advisor networks to support and promote the programme.
- Proactively work with the STEM team at Winchester Science Centre to develop and improve the support we provide to local schools and STEM Ambassadors.
- Work with the STEM Administration team to ensure all schools, groups, and ambassador activity details are logged on the STEM Ambassador database.
- Develop methods of promoting the scheme to schools and youth groups including:
 - Collating and circulating information about STEM schemes in a regular newsletter, with the support of the STEM Engagement Manager
 - Attending relevant local network meetings and conferences to promote awareness and publicise events.
 - Work with the administration team to ensure web content/ social media is up to date.

Reporting and communication within the team

- Ensure that work is effectively recorded and reported, including reporting status against targets so that work can be reprioritised as necessary.
- Ensure that requests for volunteer support from schools are communicated efficiently.
- Liaise with teachers to confirm arrangements and support particular requests.
- To contribute to the contractual termly reviews and reports.
- Occasional evening and weekend work will be required and the post-holder will be expected to travel across West Berkshire, Oxfordshire and Buckinghamshire, and attend a biweekly meeting at Winchester Science Centre.

It is essential that the post-holder holds a valid driving license and has access to a car as they will need to frequently attend meetings across West Berkshire, Oxfordshire, and Buckinghamshire. A mileage allowance is paid monthly.

This document outlines the duties required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may vary from time to time but these would not change the general character of the job or the level of responsibility.

3. Person Specification

E = Essential, D = Desirable

a. Qualifications

D - Experience of teaching or working in a STEM related area

D - Qualified to degree level

b. Preferred knowledge and experience

E - Good knowledge of UK education system

E - Experience of working effectively in a team

E - Experience of taking initiative and being self-motivated

E - Experience of prioritising work and managing time well

E - Communicating effectively with different stakeholders in a range of media including presentations and report writing

D - Understanding of some STEM opportunities in industry and academia

D - Knowledge of STEM curricula in schools

D - Previous experience of working in schools and or youth groups

E - Good excel skills

E - Confident with databases

c. Practical skills

E- Excellent computer skills

E- Good time management

d. Personal qualities and skills

E- Excellent verbal and written communication skills

E - Strong networking skills and ability to build excellent working relationships

E - Strong prioritisation and time-management skills

E - Able to work under pressure to meet deadlines

E - Enthusiasm for STEM subjects

E - Positive and proactive attitude

E - Strong customer service ethos

D - Enjoys developing new STEM activities for students

4. Application procedure

In order to be considered for this role, all applicants must include a cover letter and completed application form available from www.winchestersciencecentre.org/vacancies

The deadline for applying for this role is 5pm on 17 June 2019. All applications must be submitted to emilymace@winchestersciencecentre.org (not, on this occasion to Laura Ollis as specified on other documents).

When applying, please clearly state how your previous experience links to the requirements of the role. Candidates whose do not clearly outline how their experience matches with the essential criteria will not be considered.

For an informal conversation about this role please contact Roopa Master Coles (STEM Engagement Manager) or Emily Mace (Director of STEM Strategy) on 01962 863791.