

Job Specification

STEM Ambassador Liaison Officer, Winchester Science Centre & Planetarium

Post Title:	STEM Ambassador Liaison Officer
Line Manager:	STEM Engagement Manager
Working times:	30 hours per week (negotiable working pattern). Rest break of 0.5 hr per day.
Annual leave:	23 days pro rata per calendar year, plus bank holidays and option to buy up to an additional 5 days. Please note, the post-holder is expected to work some bank and public holidays.
Contract:	0.8 FTE, fixed-term maternity cover until March 2021 with possible extension until July 2021.
Salary:	£16,800 per annum (based on 30 hours per week, equivalent to £21,000 per annum full time)

Work Pattern

Contracted hours will usually be covered during office hours on weekdays however a flexible working pattern will be required.

Due to the nature of the business and the need to be effective post the COVID-19 crisis, flexibility is essential and expected of all areas of the business. Therefore, occasional additional support duties will be required in other areas which will require flexibility to work some evenings and weekends, for which notice will be provided and time off in lieu offered.

1. The Role

The STEM NOW team, based at WSC, run a number of external contracts including the Central South England 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 post-holder will be a self-motivated and enthusiastic individual to help deliver this mission in the role of STEM Ambassador Liaison Officer (maternity cover).

The STEM Ambassador Liaison Office role has four key strands.

- 1) To support the STEM Engagement Manager in delivering all contract requirements. This involves working directly with schools, colleges and community groups in contract regions 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 build regional relationships, and work closely with strategic partners with the support of the STEM Engagement Manager.
- 4) Develop and support digital engagement projects and digital communication (including social media) for the STEM NOW team.

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 network, support activities and building key relationships
- Play a critical role in the development of digital communications programmes, championing new ways of working to deliver digital success
- Proactively contact STEM teachers and leaders in selected schools, to ensure these schools engage effectively with the STEM Ambassador Programme and other contracted areas of work. 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, 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 using digital technology, and demonstrate best practice
- Supported by the STEM Engagement Manager, 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
- 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 by actively finding opportunities for engagement
- Support and proactively 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 reviews and reports in a timely manner.

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.

3. Person Specification

D = Desirable, all others essential

Qualifications

- GCSE English and Mathematics (or equivalent)
- Qualified to degree level - D

Experience

- Experience of working in a STEM related area
- Experience in hosting digital training and conferences - D
- Experience of working effectively in a team
- Experience of taking initiative and being self-motivated
- Experience of prioritising work and managing time well
- Communicating effectively with different stakeholders in a range of media including presentations and report writing
- Understanding and interest in STEM opportunities in industry and academia
- Previous experience of working in schools and or youth groups - D
- Confident with databases

Skills and Knowledge

- Enthusiasm and skills to innovate and deliver new ways of working to deliver objectives digitally
- Good knowledge of social media platforms
- Excellent general IT skills, with the ability to quickly learn how to use new software.
- Proficiency in Microsoft Excel (including use of common formulae and general formatting), Microsoft Word (including use of tabs and other general formatting) and Outlook (including use of diary/appointments and contacts)
- Ability to be creative, adaptable and innovative by generating new ideas and ways of working to ensure expectations and targets can be met during challenging times

- Good time management
- Exceptional administration skills
- Excellent written and verbal communication skills with confidence in communicating with wide ranging audiences

Personal qualities

- Highly developed interpersonal and networking skills with the willingness and ability to form effective working relationships at all levels
- Able to work under pressure to meet deadlines
- Enthusiasm for STEM subjects
- Positive and proactive attitude
- Strong customer service ethos
- Proactive nature and highly organised
- Dedicated and reliable

Other requirements

- The post-holder will be required to undergo a basic DBS check
- It is essential that the post-holder is able to travel as they may be required to attend meetings across Hampshire and surrounding counties. A mileage allowance is paid monthly
- It is essential that the post-holder has access to the internet, all equipment will be supplied

4. Application procedure

An application form is available on www.winchestersciencecentre.org/vacancies

Please complete the form and return to nikkiarmstrong@winchestersciencecentre.org with a covering letter. 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.