

Young Scientist Centre Manager - External Relations - Grade G

Job Description

Purpose

To contribute to the delivery and development of the University of Central Lancashire Subject-Specific outreach and engagement programmes through the UCLan and Ri Young Scientist Centre (YSC).

To work in a team leading and delivering a programme of workshops over a range of STEM subjects aimed at KS2-5 students.

To work with the Programme Manager (Subject Specialist Outreach Centres), and researchers across UCLan to contribute to the development of hands-on, lab-based sessions that introduce aspects of STEM to young audiences.

Duties

1. To provide operational management for the Young Scientist Centre and line manage the YSC Officer.
2. To lead interactive STEM lab-based workshops for Key Stage 2-5 school groups.
3. To contribute to the development of the centre and maintain an inspirational science programme of hands-on experiments and activities for young people across all science subjects.
4. To implement knowledge of the education system and school/college teaching to ensure the programme of the centre best fits schools needs and helps improve students' aspirations and attainment.
5. To design workshops and activities that link to the curriculum and can support schools in attainment-raising activity.
6. To leverage knowledge of school operations to provide training, support and advice for academic colleagues and students engaging with schools and colleges.
7. To shape the content of the STEM engagement and wider access programmes to ensure they are tailored to meet the needs of schools and helps overcome barriers students face engaging with education.
8. Liaise with schools, colleges, community groups and local educational authorities to ensure that activities are innovative, enhance the National Curriculum and meet teachers/pupils needs.
9. Liaise with staff and students across UCLan to ensure new STEM workshops are developed that reflect the research at UCLan.
10. To devise, develop and maintain a programme of hands-on STEM engagement activities for a range of audiences, contributing to the wider public engagement aims of the University, including supporting the Lancashire Science Festival.
11. To contribute to off-campus STEM engagement events, conferences and professional development events, showcasing the YSC offer, as appropriate.
12. To support the Head of WPPE in the preparation of funding applications, reports and other documentation.

13. To ensure compliance with all university processes including but not limited to, Health and Safety, Data Protection, and training and booking ad hoc workers in the centre.
14. To ensure that a friendly, efficient and courteous service is provided to all users and visitors.
15. Work with the YSC Officer to oversee the smooth running of the YSC, the delivery of a professional, customer-focused service and ensure operational targets are met.
16. To contribute to wider External Relations activity when required and contribute on cross-team and cross-service projects.
17. Any other duties commensurate with the post and grade as agreed with the Engagement Manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Extensive experience of delivering science lessons or workshops to secondary school students and of organising extra-curricular STEM learning activities for young people (Application/Interview).
- Laboratory or workshop experience, familiarity with use of laboratory or technical equipment (Application/Interview).
- Educated to degree level in a STEM discipline (Application).
- Excellent presentation and classroom management skills with the ability to design engaging and inspiring learning activities for a variety of age groups (Application/Interview).
- Good understanding of the science curriculum up to KS4 in all science subjects (Application/Interview).
- Sound understanding of two or more of the following subjects at A-level standard: Biology, Chemistry, Physics and Maths (Application/Interview).
- Excellent interpersonal and communication skills (written and verbal), and ability to engage with a range of stakeholders (Application/Interview).
- Ability to maintain high standards of professionalism and excellent time management skills and excellent team-working skills (Application/Interview).
- Able to visit, Preston and Burnley Campuses, Schools, Colleges and Community Groups as required (Interview).
- Satisfactory Enhanced disclosure is obtained from the Disclosure and Barring Service (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Supporting all and Creating Opportunities, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of delivery informal science learning activities, training and/or CPD sessions (Application/Interview).
- Experience of working on the organisation or administration of projects and events (Application/Interview).
- Experience of academic or commercial research lab environment (Application/Interview).
- Recent experience of working in a state-maintained school, including organising and coordinating school trips (Application/Interview).
- PhD in a STEM discipline (Application).
- Training in media relations or public engagement work (Application).
- Ability to use virtual learning environments, video conferencing and other distance learning methods (Application/Interview).
- Good understanding of the BTEC applied science curriculum (Application/Interview).
- Full clean driving licence (Application).
- Able to work evenings and weekends in support of events (Application).