

JOB DESCRIPTION

POSITION	STEM Futures Project Coordinator
REPORTS TO	STEM Learning Manager
DEPARTMENT	STEM Learning
DIRECT REPORTS	STEM Futures Project Officer
CONTRACT	Permanent

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

To lead Glasgow Science Centre's STEM employability projects which aim to create pathways to STEM employment, especially for young people from areas of high deprivation, by building their confidence and skills and making vital connections to the world of work. The role will focus mainly on partnership development and project management.

KEY RESPONSIBILITIES

- To initiate and build partnerships with local STEM business to provide work placements and foundation apprenticeships for young people enrolled in the programmes.
- To build and maintain a network between schools, businesses and parents to engage and support young people into STEM employment, boosting their confidence and skills and matching the needs of young people and employers.
- To lead on the delivery of employability projects, including planning, delivery and reporting. This will involve budget management and reporting to project stakeholders.
- To liaise with key project stakeholders to ensure synergy with other initiatives across Glasgow, and to manage stakeholder expectations.
- To work with STEM Learning and Business Development Managers to source and access funding from various sources for the ongoing development and delivery of programmes to meet identified needs.
- To manage a project team, overseeing and supporting the development and timely delivery of workshops, placements and events to be delivered both at Glasgow Science Centre and online.
- To monitor the participant experience and communicate with the wider team to ensure provision is meeting the needs of learners and optimising the use of Glasgow Science Centre resource and expertise.
- To liaise with external evaluators to monitor effectiveness and impact of the programmes.
- To collaborate with the Communications team to build the reputation of employability programmes at Glasgow Science Centre, helping to celebrate and share successes with stakeholders.

- To provide an integrated, coordinated and professional level of service to all customers and partners in alignment with Glasgow Science Centre's core values.
- To work within the standards of the Glasgow Science Centre's health and safety policy.
- To participate in continuing professional development opportunities within Glasgow Science Centre and with partner organisations
- To carry out other reasonable tasks, as required, to deliver and meet the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Experience working with young people (13 – 17), schools, families or industry in a careers context	X	
Knowledge of career pathways including foundation apprenticeships	X	
Project management experience	X	
People management experience		X
Strong communication and presentation skills	X	
ICT/Digital skills	X	
Experience of designing and/or delivering STEM or skills based workshops for young people		X
Experience in fundraising and/or partnership development		X

Personal Qualities

- An enthusiasm for science and investing in young people, with a high degree of commitment to Glasgow Science Centre's mission, vision and values
- Strong interpersonal skills, including an ability to connect with young people
- A passion for excellence, creativity and innovation.
- Strong problem-solving skills and ability to work independently.

- A willingness to work hard, often to tight deadlines.
- Ability to prioritise and take an organised approach.
- Demonstrable respect for equality and diversity and the ability to promote equal opportunity practices.
- A flexible approach to meet overall deadlines and needs of GSC, including availability to work evening or weekends as required.