



# JOB DESCRIPTION

<b>TITLE:</b>	STEM Engagement Lead
<b>REPORTS TO:</b>	Development & Fundraising Manager
<b>CONTRACT:</b>	Fixed term 18-month Contract 1,950 annualised hours - extension dependant on Funding
<b>SALARY RANGE:</b>	Grade 2a £21,000 - £28,000 Starting salary for this post £TBC FTE

## KEY RESPONSIBILITIES

This post will oversee the STEM engagement work of the department across programmes ensuring best practice in the approach, delivery, and legacy. The post will work with colleagues to identify areas of STEM engagement work that have the potential for further development and growth, and will effectively articulate, plan and champion this. The post will also support, and at times lead on, specific community engagement partnerships and projects within DSC with an initial focus being the overview of the community engagement strand. This will include the line management of the Senior Science Communicators and Science Communicators and advising on strategic alignment and sustainability of the programme.

The post will form a key part of the wider STEM development team and will support and progress the strategic direction of the Learning & Engagement department where Equality, Diversity & Inclusion and Health & Wellbeing are two key priorities. The post line-manages part of the team and will undertake management duties as required to ensure the smooth running of the department. The post reports to the Fundraising & Development Manager and will work alongside the **STEM Learning Lead**.

You will be responsible for: developing and delivering high quality science, technology, engineering, and mathematics (STEM) programmes across all audiences in a blended approach with a key focus on digital, in-centre, outreach and in homes in line with Dundee Science Centre's key aims and objectives, alongside local and national government initiatives, and priorities.

This is an exciting period of renewal for DSC, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We are making it our mission to broaden our impact, matching our inspiring programmes, expertise and creativity to the needs and wants of our visitors. We are finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

You will be an advocate for Inclusion & Diversity, contributing to the development of DSC's widening access strategies creating a culture of inclusion for our team and audiences.

The successful candidate will have a positive, resourceful, and confident nature with the ability to work independently and play a key role across the organisation.

The post holder will be expected to work flexibly within the Dundee Science Centre team.

This post is available on a full-time basis. Hours of work will be flexible depending on the availability of the individual; and will include shifts over the weekend and evening work.

## **MAIN DUTIES**

1. Responsible for the design, development, and evaluation of new STEM programmes as well as overseeing and providing operational support to engagement work of the department across programmes ensuring best practice in the approach, delivery, and legacy.
2. To identify areas of STEM engagement work within the department that have the potential for further development and roll-out, and effectively articulate, champion and progress this.
3. To support specific community engagement partnerships and projects within DSC.
4. Line-management of Science Communicators and managing their respective delivery and development programmes.
5. Budget planning and management.
6. To assist the Fundraising and Development Manager in the overall operational management of the department and support strategy development and implementation and any other duties as reasonably required.

### **Delivery (25% of role)**

- Responsible for the delivery of audience engagement within DSC and across 3<sup>rd</sup> party sites includes digital, face to face in reach, face to face outreach and remote.
- Oversee training of all staff, to ensure a quality approach remains the focus.
- Building positive relationships with visitors and to pro-actively manage the audience experience.
- Build positive and proactive relations with colleagues.
- Assist in carrying out all safety procedures as needed and in accordance with established legal obligations and practices. Lead on the programme risk assessment procedures, as required, for the safety of all audiences and staff.
- Responsible for managing volunteers and interns ensuring a quality approach to Science Communication and delivery. This includes induction, training, evaluation, coaching and mentoring to further their personal development.

### **Programme Development (75% of role)**

- Responsible for project managing the Delivery and Development Teams key work areas from concept to delivery including Curriculum for Excellence experience and outcomes, digital programme development, marketing requirements, digital assets etc.
- Responsible for developing and delivering high quality science, technology, engineering, and mathematics (STEM) including literacy programmes across all audiences in a blended approach with a key focus on digital, in-centre, outreach and in homes in line with Dundee Science Centre's key aims and objectives.
- Responsible for audience research and overseeing and implementing evaluation and reporting processes regarding the formal learning programme ensuring communication flows between DSC team, partners and stakeholders demonstrating progress and impact of the engagement programme
- Represent Dundee Science Centre in collaborative projects with partners.
- Maximise existing revenue streams and increase where possible in line with the business plan priorities enhancing programmes and services.
- Responsible for managing and overseeing all programme delivery
- Responsible for chairing and minute taking at weekly team meetings
- Deputise for any member of the team as required
- Support the Head of IT, Facilities & Infrastructure with H&S aspects in particular risk assessments of all programmes delivered both internally and externally
- Ensure all employees comply with all policies and procedures as set by the organisation.
- Responsible for amendments to existing policies and procedures where required
- Work alongside digital and marketing colleagues to ensure responsible marketing processes to ensure powerful awareness raising.

**Other**

- Contribute to the development of Dundee Science Centre's Inclusion and Diversity strategy and policies
- Responsibility to keep own professional knowledge and skills up to date
- Any other duties deemed appropriate or required due to business needs.

**KEY PERFORMANCE INDICATORS**

Your role will be measured by the following KPI's:

1. 30% Responsible for the creating and implementing of project programmes from concept to delivery
2. 25% Overseeing and managing direct reports and ensuring quality operational delivery of audience engagement within DSC and across 3<sup>rd</sup> party sites includes digital, face to face in reach, face to face outreach and remote.
3. 10% Support specific engagement partnerships and projects within DSC, maintaining and improving relationships
4. 15% Adding value by working/engaging with staff across DSC and via social media to reach our customers
5. 10% Be an ambassador for DSC and growing our culture of trust
6. 10% Your development: with your line manager, identify and undertake training as necessary

**PERSON SPECIFICATION****Qualifications, Experience and Skills**

	ESSENTIAL	DESIRABLE
Educated to degree level or equivalent experience in a relevant subject area (Science subject, Science Communication)	X	
Full, clean UK Driving License	X	
Teaching qualification		X
Community Education		X
Experience and evidence of successfully leading, inspiring, and managing a team	X	
Successfully coordinating several projects and responsibilities concurrently	X	
Experience of managing blended engagement programmes including digital and face to face.	X	
Experience of using digital programmes in the creation of various engagement programmes across a blended model for all audiences (desired - willing to work towards CPD to enhance skills for digital delivery)	X	
Ability to work strategically and make viable recommendations	X	

Knowledge and understanding of government priorities relevant to STEM and Science and Discovery Centres and in particular their role in society and current best practice across the sector.	X	
Experience of developing and growing programmes or initiatives	X	
Experience of developing and using evaluation and audience research	X	
Proven ability to work collaboratively within an organisation and with partners	X	
Proven ability and experience in line management	X	
Budget management experience.	X	
Knowledge of, and interest in, a broad range of STEM topics.	X	
Excellent interpersonal skills	X	
Efficient time and work-schedule management	X	
Up-to-date knowledge relating to the protection of children, young people, and vulnerable adults.		X
Experience of the operational management of public programmes in a visitor attraction or equivalent.		X
Experience of engaging audiences with learning in STEM related topics	X	
Experience working in visitor attractions		X
Experience of working in a community setting with a diverse audience		X
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>• Confident and comfortable working in a public facing environment, interacting with a variety of diverse audiences, speaking at events and to large groups</li> <li>• Motivation to build relationships and meaningful partnerships with a variety of audiences.</li> <li>• Ability to communicate complex ideas in an accessible and engaging manner</li> <li>• Passionate about science communication.</li> <li>• Practical knowledge of effective learning and engagement techniques</li> <li>• Flexible attitude towards working hours.</li> <li>• Excellent communication skills, both orally and written</li> <li>• Ability to work flexibly under pressure</li> <li>• Enthusiastic, reliable, hard-working, and willing to 'muck in' when needed</li> </ul>		
<p><i>This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Therefore, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.</i></p>		