



# JOB DESCRIPTION

<b>TITLE:</b>	Business Development Project Manager
<b>REPORTS TO:</b>	Head of Business Development
<b>CONTRACT:</b>	18 months fixed; annualised contract based on 37.5 hours per week. Flexible working will be required (working any 5 days of 7)
<b>SALARY RANGE:</b>	Grade 4 (£26,000 - £34,000)

## KEY RESPONSIBILITIES

You will play a key role in setting the direction and implementing Dundee Science Centre's ambitious strategy including education and widening access initiatives. You will strive to support our vision of being an accessible hub for engagement with science and a platform which brings together partners to co-create content to address local needs and provision.

With a focus on quality and consistency you will ensure DSC's content is in line with Dundee Science Centre's key aims and local and national government priorities and is of, high quality, scientific accuracy, and relevancy. This will be achieved through partnership working and liaising with industry and higher education to incorporate their research and discoveries into all STEM learning and community engagement, for all ages and for both formal and informal learning.

You will support the continued growth of the organisation through bid writing and seeking sponsorship for core activity and development projects.

You will initiate new projects and manage teams and budgets which deliver them, overseeing the overall impact and evaluation of the programmes to ensure we capture and have the ability to share the positive impacts and outcomes with our many stakeholders, partners, and the wider community.

You will initiate, coordinate, and deliver career long professional learning programmes to support practitioners and STEM experts to effectively engage with a variety of audiences.

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 visitors.

## MAIN DUTIES

- Bid writing and secure sponsorship for core activity, projects, and exhibitions, by identifying income sources, writing proposals, and delivering presentations

- Responsible for Budget control and all related finance procedures relating to programmes, fundraising and Service Level Agreements
- Initiate, lead and manage projects and budgets for core activity, new projects and existing programmes identifying key delivery partners and event formats through meaningful partnership working
- Responsible for report writing to various stakeholders
- Line management of relevant team responsible for the creation, delivery and co-ordination of content and programmes
- Leadership and coaching of wider team in relation to quality assurance and in line with the strategic direction and aims of the organisation
- Liaise with national and local authority stakeholders and community organisations to develop and deliver appropriate programmes in collaboration with partners
- Support the Head of Business Development with industry, Further and Higher Education to incorporate their research and discoveries into learning experiences for the public audience
- Working in collaboration with Science Centre Advisory Boards partners to identify local gaps in provision, key themes/topics to be covered
- Secure accreditation and develop and deliver career long professional learning training courses for scientists and educational practitioners covering science communication and public engagement projects for STEM professionals, including delivering science communication training
- Ensure Dundee Science Centre supports CfE and Education Scotland Framework, Scottish Government STEM and Education Training Strategy
- Responsible for overseeing and implementing evaluation and reporting processes regarding all programming
- Contribute to the development of Dundee Science Centre's Inclusion and Diversity strategies and policies
- Support DSC marketing and audience engagement strategy, deliver marketing and communications aspects as required
- Responsibility to keep own professional knowledge and skills up to date
- Carry out admin duties and office support when required
- Any other duties deemed appropriate or required due to business needs, as identified by Executive Team

## KEY PERFORMANCE INDICATORS

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

1. 30% Responsible for overseeing the implementation, delivery, evaluation, and reporting 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.
2. 10% Responsible for line managing key team members responsible overseeing project managing programmes from concept to delivery.
3. 20% Bid writing, include submitting applications, keeping accurate records, completing financial processes, liaising with funders regularly, and reporting and evaluation.
4. 20% Partnership working across partners and stakeholders with a key focus on community and education
5. 10% Be and 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**
  - Education or experience to degree level (minimum) or equivalent in a relevant subject area (e.g., science, Business Management or Project Management)
- Full, clean UK Driving License
- **Experience**
  - Bid writing for education/science engagement activity
  - Reporting (written and verbal) to funders, disseminating learning and sharing best practice externally
  - Partnership working across departments, organisations, and professions
  - Leadership & providing strategic direction in a visitor attraction or science learning environment
  - Managing projects for education/science engagement
  - Budget management
  - Community engagement and widening access initiatives
  - Engaging audiences in STEM educational activity
    - Initiating, managing, and evaluating science-related public engagement projects, including incorporating research and discoveries into learning experiences for the public audience
  - Delivering training on science learning experiences

## PERSONAL QUALITIES AND COMPETENCES REQUIRED

- Passion for, and commitment to, educational excellence in formal and informal sectors, for all ages
- Enthusiasm for, and good knowledge of, STEM topics
- Identifiable ability to communicate and collaborate effectively across departments and with other organisations
- Successful track record in identifying funding opportunities and preparing funding applications
- Ability to lead a team towards a shared vision, drive success and deliver best practice
- Comprehensive ability and experience to manage budgets successfully
- Ability to write and evaluate educational material
- Practical knowledge of effective education and engagement techniques
- Passion for new challenges and ability to learn constantly and quickly
- Ability to manage multiple roles and responsibilities at a senior level, and a capacity to be involved in many projects concurrently
- A creative and innovative approach to developing projects and recognising opportunities
- Excellent personal presentation and interpersonal skills, at all levels
- Reflective practice, analysing own performance and seeking improvement on an ongoing basis
- A strategic planner with the imagination to negotiate, influence and lead on a wide range of partnerships
- An excellent team player able to build on the strengths of others
- Motivation to work with the public in a visitor/community centre environment
- Knowledge and competence to use various digital platforms

*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.*