

JOB DESCRIPTION

TITLE:	Science Communicator
REPORTS TO:	STEM Development Lead
CONTRACT:	Part time and Full-time positions available, flexible working considered
SALARY RANGE:	£12.37 per hour

KEY RESPONSIBILITIES

The Science Communicator will deliver visitor engagement activity to all audiences at Dundee Science Centre while helping to support engagement events such as school & community groups, outreach, and science themed birthday parties - providing a fun and exciting experience for all visitors.

They will have responsibility for the smooth operation of Dundee Science Centre programmes and services daily within the centre, supporting the Visitor Experience Leader (VEL). They will support the wider team in science communication and ensure the quality of delivery by team members meets audience expectations and standards, therefore achieving the strategic themes and purpose of Dundee Science Centre through a proactive and consistent attitude to the visitor experience. Primary objectives will be championing enhanced visitor engagement, ensuring that audiences have an enjoyable, safe, and inspiring experience. You will also be performing engaging scientific demonstrations on a variety of scientific themes to the general public.

You will be an ambassador for and the public face of Dundee Science Centre. You will be an excellent communicator and an effective team player with the ability to multi-task. Your main function will be to interact with all visitors in a friendly, outgoing manner ensuring an exceptional experience.

You may at times be responsible for delivering high quality science, technology, engineering, and mathematics (STEM) programmes across all audiences (including schools and community groups), either in-centre or via outreach, all in line with Dundee Science Centre's key aims and objectives, alongside local and national government initiatives, and priorities

You will also be responsible for delivering Dundee Science Centre's unique birthday party programme, which incorporates fun STEM workshops into accessible events that engage children in science.

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. You will have an excellent knowledge and understanding of visitor engagement.

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

This post is available on a part time and full-time basis, a small number of posts are available. Hours of work will be flexible depending on the availability of the individual; and will include shifts during the week, weekend, and occasional evening work.

MAIN DUTIES

Delivery (100% of role)

- Responsible for the delivery of audience engagement within DSC and across 3rd party sites includes digital, face to face in reach, face to face outreach and remote.
- Carry out Visitor Experience Assistant role as required.
- Responsible for supporting the VEL where necessary, including inductions, training, evaluations, coaching and mentoring as and when required.
- 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 supporting 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.
- Responsible for 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 the delivery of STEM themed birthday parties.
- Responsible for ensuring evaluation and analysis being captured for the creation of reports back to DSC team, partners, and stakeholders to demonstrate progress and impact of the learning and development programmes.
- Represent Dundee Science Centre in collaborative projects with partners.
- Responsible for ensuring that all programme delivery has the adequate kit and equipment required for delivery including but not limited to: Stock take, procurement, budget/funding management.

Other

- Contribute to the development of Dundee Science Centre's Inclusion and Diversity strategies and policies.
- Ensuring the suitability and readiness of programmes for delivery
- Organise and plan the daily delivery programme of VEAs.
- Prioritise workloads in response to business needs, within timescales and with resources available using initiative to delegate workloads.
- 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. 80% Responsible for the delivery of audience engagement within DSC and across 3rd party sites including digital, face to face in reach, face to face outreach and remote.
2. 10% Being an ambassador for DSC and growing our culture of trust.
3. 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 experience		X
Experience of engaging audiences with learning in STEM related topics		X
Working in a Visitor Attraction setting		X
Previous performing experience in any capacity		X
Experience and evidence of working together successfully in a team.	X	
Experience of working in a community setting with a diverse audience	X	

Personal Qualities

- Confident and comfortable working in a public facing environment, interacting with a variety of diverse audiences, speaking at events and to large groups.
- Motivation to build relationships and meaningful partnerships with a variety of audiences.
- Ability to communicate complex ideas in an accessible and engaging manner.
- Passionate about science communication
- Enthusiasm for, and good knowledge of, STEM topics
- Practical knowledge of effective learning and engagement techniques
- Excellent knowledge and ability to deliver effective presentation and engagement techniques.
- Knowledge and competence to use IT including Microsoft packages, and ability to learn to use new ICT applications and equipment.
- Ability to work effectively in a team, as part of a large team, and individually.
- Excellent communication and organisation skills
- Ability to work flexibly under pressure.
- Enthusiastic, reliable, hard-working, and willing to 'muck in' when needed.

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.