

This role is being advertised as a single full time role but we are aware that it covers a broad skill set. Therefore, we are also interested in hearing from applicants with relevant experience who would be more interested in a part-time role focussed on either the science clubs or the maker clubs.

Job Description

Job Title:	STEM Projects Officer
Salary:	£23K pa
Responsible to:	Education Outreach Manager
Working arrangements:	37.5 hours per week (to include Saturday on 2 weeks per month when a club is running).
Holiday:	25 days per annum. The holiday year is January to December.
Location:	Currently based at Oxford Centre for Innovation, New Road, Oxford, OX1 1BY - but is likely to be relocated to our new education centre in Headington from summer 2019.

Background Information

- *The Oxford Trust*, established in 1985, is a charity with the mission to encourage the pursuit of science and enterprise. We do this by running programmes of activity across three areas – enterprise, education and engagement. **Science Oxford** runs our education and engagement programmes.
- The position of **STEM Projects Officer** at Science Oxford is one of 24 full and part time posts employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, bringing science to life in exciting and thought-provoking ways.
- The charity is run by a board of trustees, all of whom hold, or have held, leading roles in business, education or the sciences
- We own two sites in Oxford. The **Oxford Centre for Innovation** (OCFI) in the city centre is an innovation centre that is home to over twenty start-up high-tech companies. It is also home to our Make Oxford prototyping facility and where this position will be located in the first instance.

- We also own **Stansfeld Park** in Headington – a new and unique development which, in 2019, will become home to our **Science Oxford Centre** – an amazing integrated hands-on science indoor/outdoor facility for early years and primary-aged children. The Centre is setting in 15 acres of beautiful woodland is planned to be the base for all education staff from **summer 2019**. It will also be home to our second innovation centre – the **Wood Centre for Innovation**.
- Our Science Oxford **Education Outreach** group is the region's leading developer and provider of STEM (Science, Technology, Engineering and Maths) enrichment, engaging with over 28,000 pupils and hundreds of schools and teachers each year.
- Our Science Oxford **Live** programme of events provides a variety of opportunities for families and adults to engage with all that is best in contemporary and hands-on STEM through talks, clubs, workshops and shows.
- In addition, the Trust is deeply involved in the entrepreneurial life of the county, supporting STEM innovation in many different ways. Whilst the Trust funds some activities through its own on-going investments, it collaborates with other like-minded organisations in a way that makes a difference to the people it engages with.

The Role

The STEM Projects Officer is responsible for the development and delivery of a suite of science and maker focussed activities such as club sessions, workshops and events. The role will include the ongoing development and improvement of our science club programmes and the support of our 'satellite' clubs around the region. Some activities, events and projects use the Make-Oxford facility in the OCFI and the role supports prototyping for Science Oxford's education team.

The holder of this post will be a creative thinker and be able to develop their own ideas, working within our Education Team and in consultation with the Education Outreach Manger, to develop and refine our science and maker activities to provide exciting and challenging activities for young people.

Detailed Job Description

1. To develop and deliver monthly Saturday science club sessions for young people aged 5-9 years (with support as required from the Administrative Officer and the Education Outreach Manager).
2. To develop and deliver monthly maker club sessions for young people aged 9-15 years. Sessions for 9-11 years olds are structured clubs, whilst teenage sessions are focussed on longer-term, more open ended creative work, often

linked to participation in national and international challenges and competitions.

3. To support the preparation of resources and training of staff for our 'satellite' science clubs in Abingdon and Bicester.
4. To support prototyping for the Education and Engagement team using the Make-Oxford facility.
5. To work closely with and support the Technology Projects Officer (Computing).
6. To ensure that evaluation data is regularly collected from clubs, sessions, events and CPD delivery and to liaise with the Administrative Officer regarding data entry and evaluation summaries. To use evaluation data to inform the ongoing quality and development of the delivery programme and to keep good written documentation of delivery packages, including risk assessments.
7. To work with the wider Education and Engagement team to identify, fund and develop science, creative computing and maker projects and support the skills development of identified 'hard to reach' groups.
8. To contribute to a regular schedule of communications as required and to assist with other education and public programme projects and events as required.

General Management

Like everyone else, the STEM Projects Officer must take responsibility for their own personal management and development and manage physical resources effectively, including:

1. Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
2. Ensuring that the organisation's equal opportunities policies are followed and actively practice social inclusion within their own area of service.
3. Reading and responding to internal communications and information which is disseminated.
4. Participating in the Trust's agreed performance appraisal system.
5. Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
6. Complying with standing orders, financial regulations and all other policies and systems for ensuring financial probity.

Note: This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of the post.

The post-holder will be required to complete an enhanced DBS check.

Preferred Work Experience, Knowledge and Skills and Behaviours

Preferred Work Experience

1. Experience in the delivery of engaging and interactive STEM activities for young people, including maker-type activities.
2. Experience of designing and developing activities for teenage and family audiences.
3. Experience of making, tinkering or crafting in a variety of materials.
4. Experience of coding and/or electronics, or a willingness to be trained in specific coding languages and software applications

Preferred skills and knowledge

1. A minimum of A level qualifications or equivalent in subjects such as Design, Manufacturing, Science, Technology, Engineering or similar with a preference for relevant post-18 qualifications or experience.
2. Excellent communication skills – both verbal and written.
3. Familiarity in the use of tools such as 3D printers, laser cutters and CNC milling machines, or a willingness to be trained in using these tools.
4. Familiarity in the use and application of Microsoft Office software.

Preferred Behaviours

1. An enthusiasm for STEM knowledge and skills and the benefits they can bring to others.
2. A creative problem solver and effective partnership worker.
3. A strong team player who can work with colleagues across the organisation.
4. An organised approach with an ability to plan and prioritise work load effectively.
5. Willingness to work flexible hours including occasional early mornings and evenings with reasonable notice, as well as regular Saturdays.
6. Demonstrate the Trusts' values with a high level of commitment to the organisation.