



**In2scienceUK Manager of Programmes London and the South East**

<b>Salary Range:</b>	34,000-40,000 per annum
<b>Length of Contract:</b>	2 year fixed term with a view to extend
<b>Start date:</b>	October, 2019
<b>Reporting to:</b>	CEO, in2scienceUK
<b>Location:</b> London office	103C Camley Street. Kings Cross N1C4PF or other
<b>Deadline:</b>	<b>12<sup>th</sup> of September, 2019</b>
<b>Terms and Conditions:</b>	In accordance with the conditions of employment as laid down in the contract

If you have any questions about this role, please contact Dr Rebecca McKelvey at [r.mckelvey@in2scienceuk.org](mailto:r.mckelvey@in2scienceuk.org).

**Main Purpose of Post:**

Our mission is to support young people from low income backgrounds to achieve their potential, progress to science, technology, engineering and maths (STEM) degrees and careers to become the inventors and pioneers of the future. To date the charity has supported over 1000 young people in London, Oxford, Cambridge and Exeter. As the Programme Manager of London and the South East you will be responsible for pulling together all strands of the programme from HR and impact evaluation to project delivery, and operations. Already a well-funded organisation it has a positive outlook for growth next year. This role needs a proven leader who can handle the operations side of the organisation motivating the London/South East team to recruit students, volunteers and run the placements as well as plan workshops and skills days which form the basis of our inspirational and impactful programme.

**Background of project:**

As the In2scienceUK Programme Manager you will be responsible for the strategic planning and delivery of the in2scienceUK programme in London and the South East. Your role will require enthusiasm, creativity and flexibility and will include:

- managing and co-ordinating our operations in London and the South East
- leading, motivating and developing our programme team
- evaluating and developing the programme

- seeking new partnerships with organisations for work placements.
- marketing the programme

### **Duties and Responsibilities**

As the in2scienceUK Manager of London and the South East Programme you will be someone who is passionate about working and supporting young people and helping them to achieve their potential. You will have a team and will need to be a team player as well as a strategic thinker with experience in planning, managing and co-ordinating projects. You will have excellent organisation, communication and interpersonal skills.

**Your specific areas of responsibility will include but are not limited to:**

#### **Strategy**

- You will add to and support the development strategy for our programmes ensuring our systems and processes are effective and efficient.
- You will add to and support our strategy for marketing and our communication strategies of volunteers, students and partners.
- You will manage the budget of our London and South East projects
- Expand our reach of volunteers and ambassadors.
- Be creative and bring new ideas to the programme to create a lasting change.

#### **STEM Placements (on-going)**

- You will co-ordinate the advertisement of the programme to researchers in various departments at our partner organisations (academic institutions, science societies and Industry partners) to increase the number of placements. You will be working with institutions we already have links with as well as developing new networks in London and the South East.
- You will manage communications with participating scientists, engineers and researchers as well as external stakeholders via email, telephone and face to face meetings.
- You will support the student lead to recruit and interview students selected for the programme.

#### **Events organisation**

- You will work with our partners to organise skills days and workshops at academic institutions. Here students receive talks on research science, life in the lab, university life, developing professional skills, UCAS applications and future careers in science, technology, engineering and maths.
- You will also be in charge of preparing briefing memos for staff, external stakeholders and partners delivering events.
- You will process and analyse feedback from event evaluations and impact reports.

#### **Relationship management**

- You will maintain relationships with funders, supporters and placement hosts

- Build relationships with key stake holders. You will form high quality material and attend meetings to ensure key stakeholders remain updated and engaged in our work.
- You will also work to develop new, and maintain present sponsorship with aligned organisations.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

### **Person Specification**

#### **Knowledge – including qualifications**

Essential:

An understanding of social and economic barriers that prevent some young people from progressing to higher education.

An understanding of the UK education system, including GCSE/A-levels, degree options, apprenticeships and the UCAS process

An understanding of STEM networks in the UK.

Desirable:

Holds a science related degree (BSc, MSc or equivalent)

#### **Skills**

Essential:

IT skills: competent user of Word/Excel, email systems and data bases.

Excellent written and verbal communication skills with the ability to write clear, accurate and appealing text for different audiences.

Have experience of using social media, Mail Chimp and databases or be proactive in learning how to use different programs.

#### **Experience**

Essential:

Experience in managing projects and a number of staff.

Experience of co-ordinating people focused projects such as workshops and talks.

Experience of co-ordinating and supporting the delivery of events and complex projects involving multiple tasks.

Be able to write marketing material and press releases.

Desirable:

Experience of working with teenagers in a leadership position in a classroom/workshop/youth work environment.

### **Personal Qualities**

Essential:

Excellent communication and interpersonal skills that adapt to a range of audiences: staff, teenagers, parents, school teachers and university colleagues.

Be honest and show respect, humility and discretion in working with others.

Highly organised and efficient, able to prioritise tasks and be persistent.

Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges such as setbacks.

Can work to tight deadlines.

### **We are an equal opportunities employer.**

We are committed to cultivating a fair and healthy environment, where everyone can be themselves and thrive. We are happy to discuss flexible working options for all roles. We work to ensure that our recruitment processes are as inclusive as possible to everyone. This includes making adjustments for people who have a disability or long-term condition. If you would like us to make adjustments during the application process, please let us know when you apply or you can discuss this with Rebecca McKelvey [r.mckelvey@in2scienceuk.org](mailto:r.mckelvey@in2scienceuk.org).

### **How to apply**

Please send your c.v and cover letter explaining why you'd like the role to Dr Rebecca McKelvey at [r.mckelvey@in2scienceuk.org](mailto:r.mckelvey@in2scienceuk.org) by the 12<sup>th</sup> of September. Interviews will be held on the 18<sup>th</sup> of September.