



In2scienceUK Digital Programme Officer

Grade:	Full-time - 3 month contract starting in March 2021
Salary Range:	£18,000-20,000 per annum
Reporting to:	Head of Regions
Location:	Home Based
Terms and Conditions:	In accordance with the conditions of employment as laid down in the contract

About in2scienceUK

Our mission is to support young people from low income and disadvantaged backgrounds to achieve their potential and progress to science, technology, engineering and maths (STEM) degrees and careers to become the innovators and pioneers of the future.

To date the charity has supported over 2000 young people from low income backgrounds through an impactful programme involving STEM work placements and skills days. Based primarily in London, Oxford and Birmingham, over the next two years we have ambitious aims to grow the programme throughout London, the South East, South West, East of England, the Midlands and the North West.

As a result of Covid-19, in 2020 we developed the first in2scienceUK Virtual Placement Programme offering our young people an exceptional opportunity to take part in research projects, workshops and mentoring from world-leading researchers and industry professionals.

Role Summary:

We are currently recruiting a Digital Programme Officer to support the development and delivery of our online Learning Management System and Programme. Working closely with each member of the team and with external researchers, you will be responsible for the management, upload and creation of programme content, as well as supporting the administration of our online LMS platform. e.g. digital enrollment, set up of user permissions and notifications, creating course pathways.

Duties and Responsibilities:

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

- Working with our Volunteer Lead to collate and manage content developed from external researchers.
- Working with the team, as well as external designers, to design, upload and deliver course content, ensuring accessibility is key to delivery.
- Converting written content into engaging copy to produce course, workshop and mentoring landing pages.
- Set up of our online Learning Management System, Canvas by Instructure.
- Providing feedback on improvements to programme practice and design.
- Supporting the development and delivery of user guides and inductions.

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

Skills: *Essential*

- Ability to write clear, accurate and engaging copy for our students, with very high attention to detail.
- Strong computer literacy with the ability to quickly learn new systems.
- An eye for user centered design, making content that is both easily accessible and engaging.
- Ability to clearly communicate programme functions and user journeys to our internal team.

Skills: *Desirable*

- Previous experience of online learning management systems and webinar platforms or similar, e.g. Canvas, Google Classroom, Docebo
- or, experience with Content Management Systems like Wordpress, Drupal, Squarespace.
- Basic knowledge of HTML and CSS front end languages.
- Knowledge of developing educational programmes.
- Experience of integrating third part tools.

Personal Qualities:

- Highly organised and efficient, able to prioritise tasks and be persistent.
- Show respect, humility and discretion in working with others.
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges.
- Can work to a deadline.

Application Procedure

Please send your CV and cover letter to jobs@in2scienceuk.org demonstrating what attracts you to in2scienceUK and how you meet the competencies on the job description above.

Closing date: Friday the 8th of January at 5:00pm. Interviews will be held via google hangouts.