



In2scienceUK North West Regional Programme Officer

Grade:	Full-time - 10 month contract starting in January 2021
Salary Range:	£24,000-26,000 per annum
Reporting to:	Head of Regions
Location:	Manchester area (Work from Home) some regional travel required.
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 and Oxford, 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.

Role Summary:

We are currently hiring for a Regional Programme Officer to deliver our programme in the North West. As a Regional Programme Officer, you will be responsible for supporting outreach and our programme activities in Manchester and across the North West, and may be asked to support in other regions where required.

This role will include:

- Conducting student and volunteer recruitment activities.
- Supporting in conducting student interviews and placement activities.
- Support with the delivery of skills days and workshops, in person and/or digitally.

- Supporting the development and delivery of our online digital platform and programme.
- Supporting the logistics of a 1 day in person visit for all students.
- Managing relationships with teachers, placement hosts and other programming contacts.
- Supporting administrative and reporting activities.

Duties and Responsibilities

As the In2scienceUK programme officer you will be someone who enjoys working with young people and has an understanding of the barriers facing young people from low socio-economic backgrounds access higher education.

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

Student and volunteer recruitment

- Conducting student recruitment and placement activities, which may include school visits, where possible, working closely with organisations and academic institutions who also work with students, supporting them to promote this opportunity to students they work with.
- Conducting volunteer recruitment activities, which includes both outreach to potential workshop leaders, mentors and other partnerships.
- Monitoring applications to ensure all targets and milestones are met.
- Developing and maintaining close relationships with schools, teachers, and other student-related, programming and recruitment partners.
- Working with University PhD students to support volunteer recruitment.
- Supporting central & regional In2scienceUK staff in their recruitment efforts where necessary.

Programme Delivery

- Coordinate regional volunteers and work with our volunteer coordinator to support on the development and delivery of our online courses and mentoring.
- Facilitating the delivery of skills and knowledge-focused online workshops delivered by our partners.
- Coordinating one-day visits and supporting students and volunteer hosts during their visit.
- Delivering host, mentor and student training and inductions.
- Ensuring students participation in programme evaluation processes.
- Providing support functions for students to help them navigate our online platform.

Administrative Activities

- Maintaining up to date records through the programme's database, supporting evaluation and research needs and ensuring data protection.
- Organising interviews and placement matches.
- Supporting team members to create reports and other student data related activities.

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.

Person Specification

Knowledge – including qualifications

*Desirable but **not** essential:*

- Holds a science related degree.
- An understanding of social and economic barriers that prevent some young people from progressing to higher education.
- An understanding of schools and university application processes.
- Knowledge and understanding of STEM sector, including higher education and industry operating in your region.

Skills

- IT skills: competent user of Word, Excel, Powerpoint, Gmail and relevant database experience.
- Ability to write clear, accurate and appealing text for different audiences.
- Excellent presentation skills.

Experience

Essential:

- Experience of working with young people, universities and/or STEM employers.
- Experience supporting and delivering events and workshops.
- Experience developing and maintaining strong working relationships with internal and external partners.

Desirable:

- Experience of coordinating people focused projects.
- Experience in volunteer management.
- Experience of delivering an online educational programme, using an online Learning Management System e.g. Canvas, Google Classrooms.

Personal Qualities

- Excellent communication and interpersonal skills that adapt to a range of audiences.
- 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: Sunday 22nd of November at 5:00pm. Interviews will be held via google hangouts.