



## **In2research Programme Officer**

**Salary:** £28,000-£32,000 per annum

**Length of Contract:** Permanent, Full time

**Start date:** As soon as possible

**Location:** Remote (UK based), with occasional travel to events and face-to-face meetings

**Reporting to:** In2research Programme Manager

**Direct reports:** Programme Intern(s) - variable throughout the year

### **About us:**

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress careers in STEM.

The In2research programme aims to improve access to postgraduate research degrees and careers for individuals from underrepresented backgrounds. On our year-long programme, participants receive development opportunities and insight into postgraduate research degrees and careers in STEM, Social Sciences and Arts & Humanities. Working together with Higher Education institutions including University College London (UCL), we are on track to support hundreds of participants over the next few years with ambitious plans to expand.

With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launching in 2022, we are in a pivotal moment of our development, set to grow in size and profile.

### **What we are looking for:**

We are looking for an In2research Programme Officer, with fantastic experience in project management, to help expand our high-quality programme by supporting all stages of the programme including: planning; delivery; recruitment; participant and volunteer management and evaluation.

With multiple internal and external stakeholders involved in the continual success of In2research, excellent communication and project delivery skills will be key in this role. You will be an organised and motivated self-starter who thrives in the face of change, enjoys creative problem solving, working in a team and can achieve deadlines on a tight timescale.

You will also have an understanding of the barriers facing young people from low socio-economic backgrounds in accessing postgraduate research degrees and be passionate about diversity and the importance of representation in academia.



We want to hear from people who can passionately represent the interests of the diverse young people we serve. We are not asking for particular qualifications. We care about your character, your skills and potential. If you can turn strategic aims into impactful programmes and can see yourself making an impact in our organisation, we want to hear from you.

This role is a career accelerator. At In2scienceUK we are champions of people and we are here to support you to achieve your career goals - however ambitious they may be.

### **Duties and responsibilities:**

#### Programme Delivery:

- Manage a caseload of programme participants and volunteers from application stage to successful completion of the programme, including recruitment, matching, onboarding, troubleshooting throughout the programme and evaluation
- Maintain excellent working relationships with funders and delivery partners and other external stakeholders to further the delivery of our work. This will include working and communicating with academic and professional services staff at universities, consultants, placement supervisors, mentors and workshop leads
- Work with delivery partners to coordinate and deliver the programme's online and in-person activities including inductions, workshops, mentoring sessions, away days, celebration events and placements
- Develop and create engaging programme communications materials for participants and volunteers, including emails, in-person and online presentations, case studies, website text and social media posts
- Track project performance, manage risk assessments and ensure projects are delivered on time
- Ensure the highest standard of record keeping, maintaining accurate, complete, and up to date records in accordance with data protection policy

#### Evaluation:

- Evaluate programme activities, using student and volunteer evaluation data and staff insights
- Support the creation and dissemination of case studies, working closely with the fundraising team to ensure funder requirements are met
- Evaluate programme processes/systems to recommend and implement improvements to support the delivery of a high quality programme experience for participants and volunteers

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 their manager.

## **Person specification:**

### Essential:

- Experience of delivering programmes and/or projects within the education, career development and/or employability sector
- An understanding of the social and economic barriers that prevent some young people from progressing into postgraduate research and an ability to recognise the importance of diversity and inclusion in postgraduate research
- Experience of working with universities and academic institutions, knowledge and understanding of the postgraduate application process
- Experience of developing and delivering events, both online and in-person, such as training sessions, away days and workshops
- Experience developing and maintaining excellent, collaborative working relationships with internal and external stakeholders at various levels
- Excellent written and verbal communication skills, with strong presentation skills and an ability to adapt to a range of audiences
- Experience of developing and delivering programme or project evaluation
- Flexible, adaptable and highly organised, with an ability to pick up new tasks quickly, showing resilience when faced with challenges
- Excellent IT skills to enable the production of appealing and professional documents with experience using Gmail and Google Workspace (or Word, Excel and Powerpoint)

### Desirable:

- Experience of student or volunteer recruitment and caseload management
- Experience of developing online platforms in support of programmes
- Knowledge or an understanding of data protection and safeguarding practices
- Experience working with CRM databases

## **Benefits**

At In2scienceUK we practice what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager.

Although we take our career development seriously we also value work-life balance. You will



have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

In2scienceUK is a remote based organisation, that requires occasional travel across the UK for events and staff co-working days.

You will have 28 days of annual leave per annum, plus bank holidays.

### **Commitment to Safeguarding**

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.

The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

### **Application Procedure:**

Please apply via Charity Job by uploading your CV (2 pages maximum) and a cover letter (2 pages maximum). Please use your cover letter to demonstrate how you meet each of the Person specification competencies outlined above.

The deadline for applications is **11:30pm on Tuesday 6th December 2022**. Interviews will take place the week commencing 12th December 2022.