



In2science Programme Officer

Salary: £25,000 - £30,000

Length of Contract: Permanent, Full time

Start date: As soon as possible

Location: Remote, with occasional travel to events and face-to-face meetings

Reporting to: In2science Programme Manager

Direct reports: Programme Assistant

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 to careers in STEM.

We are in a pivotal moment of our development. With a bold five-year strategy launching this year, led by our new CEO and Board of Trustees, we are set to grow in size and profile. The team is dedicated, passionate and enthusiastic about empowering young people.

What we are looking for:

We are looking for a Programme Officer to support the delivery of the In2science Programme. You will support all stages of the programme including recruitment, planning, delivery, participant and volunteer management, and evaluation.

We want to hear from people who can passionately represent the interests of the diverse young people that 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:

The purpose of the Programme Officer role is to support the successful delivery of the Summer Programme. You will be responsible for recruitment, managing a caseload of students and volunteers (work experience hosts), and managing relationships with supporters and funders. You will also support the planning, delivery and evaluation of programme activities including training and inductions, placements, online workshops, competitions and celebration events.

Your specific duties will include:

Programme Delivery

- Managing a caseload of students and volunteers (work experience hosts) from application stage to successful completion of the programme, including recruitment, matching, onboarding, troubleshooting throughout the programme and evaluation.
- Creating and developing engaging communication materials about the programme including video presentations, posters/flyers, case studies and website text and images.
- Monitoring student and volunteer (work experience host) applications to ensure targets and milestones are met.
- Maintaining up to date records via the programme database and ensuring data protection.
- Managing relationships with existing donors and supporters and networking to develop new relationships with prospective donors and supporters.
- Organising online skills workshops and careers panels, recruiting and coordinating volunteer speakers and panellists.
- Planning and delivering in-person student inductions and celebration events.

Evaluation

- Evaluating programme activities, using student and volunteer evaluation data and staff insights.
- Supporting the creation and dissemination of case studies, working closely with the fundraising team to ensure funder requirements are met.
- Supporting team members to create evaluation and student data reports.

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 that are within the scope, spirit and purpose of the job as requested by the line manager.

Person specification:

Essential:

- Experience working with one or more of the following groups: young people, teachers or school administrators, volunteers, universities or STEM professionals/employers.
- Knowledge and understanding of the STEM sector, including higher education, apprenticeships and STEM careers.
- An understanding of the social and economic barriers that prevent some young people accessing STEM careers and an ability to recognise the importance of diversity and inclusion in STEM.
- Experience developing and maintaining strong working relationships with internal and external stakeholders at various levels.
- Experience planning and delivering training, events and workshops.
- Excellent written and verbal communication skills, with strong presentation skills and an ability to adapt to a range of audiences.
- Flexible and adaptable, with an ability to pick up new tasks quickly, showing resilience when faced with challenges.

- Experience delivering programmes or projects for young people.
- Knowledge, understanding or experience of programme or project evaluation.

Desirable:

- Excellent IT skills including experience of Gmail, Google Workspace (or Word, Excel and Powerpoint) and Monday.com.
- Experience of student or volunteer recruitment and caseload management.
- Knowledge or an understanding of safeguarding practices.
- Experience working with databases.

Benefits:

At In2scienceUK we practise 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 to get you to the next level from day one.

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. We also ask that you complete our Statement of Truth form as part of your application.

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