



Programme Assistant

Salary: £22,000 - £25,000

Length of Contract: Permanent, Full time

Start date: ASAP

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

Reporting to: Programme Officer

Direct reports: None

About In2scienceUK

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 have a fantastic opportunity for 2x Programme Assistants to support the delivery of our [In2science](#) and [In2research](#) programmes. We are looking for candidates who have an interest in promoting social mobility and diversity in STEM, and who understand the barriers young people from low socioeconomic backgrounds face when accessing higher education, postgraduate research and careers. Candidates will have strong communication and interpersonal skills, and will be highly organised and efficient, with great attention to detail and a willingness to learn.

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

- Supporting the team with student and volunteer recruitment activities.
- Data administration including updating contact databases, managing participant and volunteer data and gathering evaluation data.
- Supporting the management of email inboxes and acting as a point of contact for student and volunteer enquiries.
- Drafting, compiling and proofreading newsletters and bulk email communications using mailmerges and marketing communication software, such as Sendinblue.
- Managing web content and creating engaging communication resources for students, teachers and volunteers.
- Attending staff meetings; chairing and taking minutes.
- Supporting the planning and delivery of in-person and online programme activities including inductions, training, mentoring sessions, workshops and celebration events.
- Providing administrative support to ensure that students and volunteers have all the required information and documentation for work experience placements.
- Completing site visits to students and volunteers during placements.
- Supporting the team with programme evaluation and case studies.
- Taking on other tasks and responsibilities across the organisation when needed.

Person Specification

Essential

- An understanding of the social and economic barriers that prevent some young people accessing higher education, postgraduate research and careers.
- An ability to recognise the importance of diversity and inclusion in STEM.
- Excellent interpersonal skills, including the ability to handle internal and external communications in a friendly and professional manner and the ability to write clear, accurate and appealing text for different audiences.
- Highly organised and efficient with an ability to manage workloads, meet concurrent deadlines and prioritise competing tasks.
- Excellent attention to detail to achieve thoroughness and accuracy when accomplishing tasks.
- Ability to work independently and collaboratively.
- An ability to respond to unanticipated situations calmly, flexibly, and appropriately, displaying resilience and creative problem solving.
- Strong IT skills including a knowledge of Google Workspace or Microsoft Office.
- An aptitude and willingness to learn new skills to carry out the role.

Desirable

- A knowledge or understanding of higher education, postgraduate research or STEM careers.
- Experience working with any of the following groups: young people, teachers or school administrators, volunteers, universities or STEM professionals/employers.
- Prior experience of using CRM, databases, Excel or similar software.
- Prior experience of handling customer enquiries.
- Prior experience of coordinating or supporting event planning and delivery.
- Knowledge or experience of GDPR and safeguarding.

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 Sunday 4th December 2022**. Interviews will take place the week commencing 12th December 2022.