

Special Projects Manager, ASDC

December 22 2011

www.sciencecentres.org.uk

JOB TITLE: Special Projects Manager

REPORTS TO: Dr Penny Fidler, Chief Executive of ASDC

LOCATION: ASDC Offices, Bristol Harbourside

CONTRACT: This post is offered full time for an 18-month contract in the first instance

SALARY: £26 - 30K

DEADLINE: Deadline for applications: 15 January 2012

INTERVIEWS: January 23 2012 at the Watershed, Bristol.

The UK's Association for Science and Discovery Centres (ASDC)

The UK Association for Science and Discovery Centres (ASDC) is the UK's vibrant national membership organisation that brings together the leading informal science engagement organisations in the UK, including the major science and discovery centres and science museums. Every year in the UK, 20 million people of all ages and backgrounds choose to engage with science at one of the UK's science and discovery centres or science museums. This equates to 385,000 people every week of the year who come to our centres to explore and delve into science in a hands-on, involving and personal way.

ASDC is an educational charity based on the Bristol Harbourside, with an active Board of Trustees from fifteen of the nation's leading science and discovery centres and museums. Our vision is for a society where people are intrigued, inspired and involved with the sciences. Our mission is to bring together the ASDC membership to play a strategic role in the Nation's engagement with science.

To achieve this we work in close partnership with staff at all levels in our member science and discovery centres and museums, charitable trusts, research councils, Government departments, industrial partners, and other educational charities across the UK.

To find out more about us visit www.sciencecentres.org.uk

Job description:

We are looking for an exceptional individual to project manage our new 'Quarks to the Cosmos' National Strategic Project. This results from a new partnership between The Science and Technology Facilities Council (STFC) and ASDC. The project is funded by the STFC until January 2014 and aims to inspire a new sense of excitement amongst young people and families around the physical sciences by sharing the amazing stories and technologies of STFC.

STFC is a world leader in helping humans ask and explore the really big questions. In particular, questions about the physical nature of the world around us, about ourselves and our place in the universe. This programme would bring together the talents and infrastructure of the nation's largest network of science engagement professionals, with the innovation, research and people of STFC.

The project manager would be responsible for the planning and delivery of the 'Quarks to the Cosmos' project, as well as its day to day management. The appointment would be on an 18-month contract in the first instance and the post holder would play a key role in our small, innovative and fast-paced team.

The project manager will be responsible for specific deliverables and for managing all the project partners to ensure on-time, on-budget delivery of the following elements celebrating STFC science and technology:

- An exceptional set of hands-on resources for each centre
- A high-end master class for 14-16 year olds to be run across the UK
- A fully-developed schools workshops for 10-13 year olds (KS2 and KS3 in England)
- A family show targeted at 8-13 year olds and their parents for use across the UK
- A meet-the-expert session for family and schools audiences with guest STFC scientists
- A short workshop for brownies and guides, cubs and scouts to achieve badges
- A national training programme to train 50 STFC staff and related university researchers to work with this programme
- A national training academy to train science centre staff from 10 centres across the UK to enable them to run the entire strategic programme into the future
- A host of other resources including marketing packs
- A full evaluation plan as well as a number of national meetings to bring together multiple partners

This role includes the following:

- Full Project planning and financial control across the project
- Day to day management of the 'Quarks to the Cosmos' project including delivery to agreed scopes of work, deadlines and budgets.

- Liaising with, and providing regular support and updates to STFC, member organisations and other partners, including telephone meetings, emails and UK-wide visits
- Frequent travel (often including overnight stays) across the UK for meetings, to train staff and deliver the project.
- Writing engaging materials and web content to celebrate this and related projects
- Management and financial control of related sub-grants distributed by ASDC for science centre delivery
- Creating and communicating project plans and budgets via regular project meetings
- Maintaining accurate time-sheets of all project work.
- Delivery of several elements of the project
- Providing on-time reports and claims for the project, in partnership with the CEO.
- Undertaking administration for the project.

Essential Requirements

- A background in science (e.g. a physics-related degree or science PhD)
- A proven aptitude and passion for public engagement
- A strong track record working with or in a UK science and discovery centres, science museum or related informal learning organisation
- Proven experience successfully managing large multi-partner informal science projects
- Excellence and confidence in engaging people in creative ways. This would include excellent presentation and facilitation skills to enthuse public engagement professionals, and confidence at presenting ASDC projects everywhere from high-profile events to family events.
- Excellent, vibrant written English and the ability to write engaging concise and catchy web content.
- Ability and desire to travel regularly to Science and Discovery Centres and STFC facilities across the UK, with overnight stays and early starts (e.g. meetings and training in other UK centres approx 3-6 times a month).
- Ability to use (or quickly learn) Microsoft Project and to use this throughout the project
- **Place of work: We are a very small team, so please understand that only applicants who are happy to be based full-time from the Bristol office will be considered**

Desirable requirements

- A knowledge of and interest in particle physics, astronomy and space
- A knowledge of html and the ability to update the ASDC website for the project
- An advanced knowledge of Microsoft Excel
- An advanced knowledge of a range of social media, and the passion to use it within the context of the project to engage students across the UK.
- Experience with interactive hands-on demonstrations and activities would be an advantage
- An understanding of the audiences, operations and constraints of the UK science and discovery centres and science museums.

Person Specification

This role requires someone who is highly-motivated and would relish the chance to learn and progress in the field of public engagement. They will also delight in the opportunity to travel to centres across the UK, growing their contacts and meeting and inspiring members with our national projects.

- The ideal candidate will be highly-motivated, bright and will relish this opportunity to work with colleagues across the UK and to develop new skills.
- They will be very personable and will get on easily with, encourage and motivate a range of different people working on our collaborative projects, in centres across the UK.
- They will be pro-active, demonstrate leadership skills and be able to operate effectively both alone and as part of a small, dynamic team.
- They will be confident in trying new things, with a keenness for public speaking and collaborative working.

Application process

Please send a **covering letter** to the CEO Dr Penny Fidler saying why you would relish the opportunity to take this position, what you would bring to our organisation, and how your previous experience is relevant to this role. Please send this as an attachment in an email along with your CV (including 2 referees) to info@sciencecentres.org.uk calling the email '**Special Projects Manager**' in the subject line.

Deadline for applications: Sunday 15 January 2012

Interviews Monday 23 January 2012 at our offices in central Bristol

Applications will be accepted up to midnight on Sunday 15 January.

I'm afraid we will be unable to respond individually to each application. If you do not hear from us by February 10 2011 you may assume that your application has been unsuccessful. Candidates selected for an interview will be asked to bring along proof of UK residence and original copies of qualifications. Only applicants who have a legal right to work within the UK will be considered.