



Role: Schools Coordinator
Reporting to: Head of Programmes & Delivery
Location: Cambridge
Hours: 22.5 hours/week (Monday to Friday 10.00-14.30 or as agreed)
Salary: ~£21,500 pro rata

If you are creative, energetic and enthusiastic, excited by a challenge and love to work in a dynamic, friendly and supportive team; if you are looking for a role where everything you do will be noticed; if you want to make a difference to establishing the value of science, technology, engineering and maths (STEM) as vital skills for day-to-day life and future careers – then, we'd love to hear from you!

Cambridge Science Centre – An Introduction

Help us change the world!

Young people are full of curiosity that, once encouraged and nurtured, knows no bounds. Cambridge Science Centre (CSC) feeds that natural curiosity, encouraging a lifelong passion and understanding of how science and innovation will increasingly impact on the world around them and inspiring them to believe in the part they can play.

STEM education improves life opportunities by equipping young people with analytical thinking and problem-solving skills, preparing them to navigate their changing landscape and empowering them to contribute in future employment that will be increasingly dominated by the STEM sector. In the longer term, it can increase uptake of STEM subjects that will address the STEM skills gap and promote social justice through equality of opportunity

CSC is an independent educational charity (Registered Charity No.1146349) dedicated to science, technology, engineering and mathematics (STEM) engagement through hands-on exhibits, shows and STEM activities for young people and their families. We ignite curiosity in the next generation of young learners. Since opening our doors in 2013, we have welcomed tens of thousands of children and families in our Centre, as well as taking our exhibits, show and activities to schools and communities across the East of England. Our programmes are targeted at 7-13 year-olds but also attracts a wider cohort of visitors, which is very welcome. In particular, we focus on young learners in underserved communities and areas of Multiple Social Deprivation who have been shown to be most at risk of missing out on STEM participation.

See us in action here – <https://youtu.be/ATTgCV-uBbs> and <https://youtu.be/S0kLloveGD0>
See also www.cambridgesciencecentre.org

To apply for the role, send an email attaching your CV and an accompanying letter to tell us why you are interested in joining us to jobs@cambridgesciencecentre.org

**Role:**

A substantial part of our engagements with young learners, teachers and families take place on outreach in schools and community venues. Building strong relationships with schools and communities across the East of England is key.

This role, reporting to our Head of Programmes and Delivery, requires the holder to be the very important first point of contact between CSC and schools. The coordinator will be responsible for ensuring that teachers and other school staff have an excellent experience while making enquiries and bookings, and that they are fully informed of our work and what we can offer their young learners in their own schools, in our Science Centre or digitally via our VirtualSchoolTrip suite of programmes.

Core Duties:

- Delivering an excellent customer experience for schools
- Planning and organising a programme of school connections
- Reaching the most appropriate contact in schools throughout the East of England to inform them about, and connect them with, CSC
- Achieving agreed targets for school visits, either to the Science Centre or on outreach
- Maintaining contact names and details on the CSC schools' database.
- Working with the Exhibitions team, where required, to ensure workshops, shows and activities are available to meet planned schools and communities' requirements
- Liaising with the Delivery Team to ensure planned engagements can be fulfilled
- Supporting events hosted at the Science Centre or in off-site locations, as required and undertaking other tasks and duties as may from time to time be requested

Required skills and qualifications:

The successful applicant will be expected to have:

- Previous experience of working with schools, teachers and young learners
- Exceptional customer service skills and experience
- Excellent communication skills, both written and verbal
- An ability to organise their own time and prioritise tasks, as well as to adapt to changing priorities and to respond quickly to requests
- Strong teamwork skills, allowing you to work with colleagues across the charity
- Computer literate and excellent presentation skills
- Full clean driving license
- Achieve a satisfactory DBS check

It would be extremely advantageous if you can also bring the following to the role:

- Good knowledge of UK school systems and STEM curricula
- As a minimum, Level 2 or equivalent qualifications, in a STEM subject
- Previous roles within a Science Centre or Public Engagement establishment
- Our outreach must be fully accessible and the successful applicant should be an active advocate for accessibility.