



The Royal Institution
Science Lives Here

Schools Account Coordinator

Job description and person specification

January 2014

Accountable to: Science Learning Manager

Location: 21 Albemarle Street, London

Contract type: Fixed term through October 2014, part-time (21 hrs per week)

Salary: Band 2-3, Point 12-14, (c. £23,496 per annum pro-rata depending upon experience)

The Royal Institution was established in 1799 with the purpose of 'diffusing science for the common purposes of life'. Over 200 years on, we're a charity dedicated to educating, entertaining and enthusing people of all ages about science, technology and the world through our science video channel, public programmes for adults and education initiatives young people, Faraday Museum and history of science activities, scientific research and the famous CHRISTMAS LECTURES[®].

At its home on Albemarle Street in Mayfair, the Ri is where scientists such as Humphry Davy, Michael Faraday, James Dewar, William and Lawrence Bragg and George Porter discovered 10 chemical elements, won 14 Nobel Prizes, made world-changing discoveries in the laws of electromagnetism and molecular biology, and pioneered public science lectures and science events for children.

More information at www.rigb.org and www.richannel.org.

Job Purpose

The Schools Account Coordinator works to track relationships with existing school contacts, as well as identifying and building new relationships with schools in selected boroughs throughout London.

The role will include increasing the number of schools from areas with high levels of deprivation that are involved with the programme, as well as helping to tailor the programmes provided to better meet the needs of schools.

This role is heavily involved in our programme of science shows for schools, which gives school students a chance to see leading scientists and science communicators in action. The programme gives students unique access to enjoy cutting edge science in a world-class heritage venue, where many of the discoveries that have shaped the modern world were actually made. The majority of events are hour-long shows, and the programme as a whole caters to children aged 7-19. The events are categorised by key stage, and cover topics within biology, chemistry, physics, mathematics and engineering.

The role will involve conducting informal research with teachers to feed into a review of the science education events programme, and the education programme in the Faraday museum.

This post is funded by the John Lyon's Charity. **It is a part-time, 3 day per week, position and will continue until the end of October 2014.** There is the possibility of an extension or full-time position, dependent upon funding. This role would likely suit a freelancer.

To apply for this position, please send a CV and covering letter to Kathryn Hageman at khageman@ri.ac.uk by 12.00pm on Friday 31 January. Interviews will be held during the week commencing 3 February.

Main duties of the role	Approximate % allocation
Develop a schools and local authority network across selected boroughs in London	50%
<ul style="list-style-type: none"> Consolidate existing relationships with schools across the Young People Programme (YPP) 	
<ul style="list-style-type: none"> Identify and initiate contact with new schools, particularly targeting educational establishments working with hard to reach groups, including pupil referral units, schools that specialise in working with young parents and schools who have a high proportion of children for whom English is a second language 	
<ul style="list-style-type: none"> Build relationships with local authorities and other education networks and partners 	
Research user needs and evaluate programme outcomes	20%
<ul style="list-style-type: none"> Annual needs analysis to ensure that the Ri's programmes are best placed to make a difference in the nine boroughs 	
<ul style="list-style-type: none"> Monitor programmes for evaluation purposes, including statistical analysis of users and outcomes for participants 	
Ensure effective communication and awareness of programmes and enrichment activities available to schools	20%
<ul style="list-style-type: none"> Develop and maintain a schools database system for the schools programmes to track contacts and communications 	
<ul style="list-style-type: none"> Provide regular information to schools via mailing lists, meetings, online information and other appropriate media 	
Event coordination	10%
<ul style="list-style-type: none"> Effective coordination of all schools events, including ticket sales administration and delivery 	
Corporate responsibilities cutting across the tasks set out above	
<ul style="list-style-type: none"> Understanding and supporting the vision, mission and aims of the Ri 	
<ul style="list-style-type: none"> Maintaining awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy 	
<ul style="list-style-type: none"> Contribute and suggest new initiatives to the science learning programme 	
<ul style="list-style-type: none"> To provide reports, statistics, lists and general information as requested 	
<ul style="list-style-type: none"> Liaise with the rest of the programmes team as appropriate 	
<ul style="list-style-type: none"> Undertaking other duties as may be reasonably requested within the responsibilities of the post 	

Person specification

<i>Skills, experience and knowledge</i>	<i>Essential (E) Desirable (D)</i>	<i>Demonstrated at Application (A) Interview (I) Selection Test (T)</i>
Experience of and enthusiastic for communicating scientific research to the general public and young people	E	A
Familiarity with the formal education system and teacher networks	E	A/I
Understanding and experience of science enhancement and enrichment	D	A
Experience in setting up and maintaining information management or CRM systems	E	A
Knowledge of research techniques and evaluation frameworks such as the Museums Libraries and Archives (MLA) Generic Learning Outcomes (GLO)	D	A
Able to work successfully to agreed targets and deadlines	E	I
Good, accurate typing skills	E	A
Thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint)	D	A
Excellent communication skills and experience of team work	E	I/T
<i>Qualifications</i>		
Educated to A-level or equivalent qualification or experience	E	A
<i>Personal attributes</i>		
Absolute attention to detail	E	A
Strong oral and written communication skills	E	I/T
Ability to work on your own initiative	E	I
Ability to work as part of a team	E	I
Absolute discretion and ability to maintain confidentiality	E	A/I
Willingness to learn new skills	E	I
Ability to work in a changing and flexible organisation	E	I
Willingness to work occasional evenings and weekends	E	A/I

This post includes some work with young people under 18 years old and is therefore subject to an enhanced CRB check and references.