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| <b>Job Title:</b>      | Masterclasses Coordinator – Regional                                                                                                                                                                  |
| <b>Date:</b>           | September 2026                                                                                                                                                                                        |
| <b>Accountable to:</b> | Masterclasses Programme Manager                                                                                                                                                                       |
| <b>Location:</b>       | Mainly remote-based in North of England, North Wales or Scotland, with some travel to the Royal Institution in central London (approx. once a month) and regular UK travel for Masterclass activities |
| <b>Contract type:</b>  | Part-time, 0.6 FTE (21 hours/week), including frequent term-time Saturdays. Requests for flexible working are welcome.                                                                                |
| <b>Salary:</b>         | £19,800 per annum (c. £32,500 FTE)                                                                                                                                                                    |

**Job Purpose:**

To support the delivery of our nationally renowned Mathematics, Computer Science and STEM Masterclasses Programme, with a focus on the North of England, North Wales and Scotland. To coordinate the delivery of the programme by liaising with volunteers who make the Masterclass programme happen across the UK and at the Ri, attending Masterclass workshops, helping to train new STEM communicators, and extending the impact of Ri Masterclasses to more young people.

**Main responsibilities of the role**

Support the effective running of the UK-wide mathematics and computer science (and related STEM subjects) Masterclass programme, including:

1. Liaising with regional Masterclass contributors across the UK, with a particular focus on the North of England, North Wales and Scotland
2. Dealing with routine enquiries
3. Helping to recruit and train new Masterclass contributors and organisers
4. Attending Masterclasses across the North of England, North Wales and Scotland, with occasional travel across the UK and to the Ri, as required

- Develop relationships with regional partners and expand the Masterclasses programme in the North of England, North Wales and Scotland, to increase reach for targeted audiences in line with growth plans

- Support the planning and organisation of Masterclasses at the Ri

- Deliver STEM Masterclasses and training workshops with the support of the Schools Programme Managers

- Maintain accurate records of school contact points, Masterclass series and volunteer records in Salesforce

- Provide excellent customer service in dealing with public enquiries and new and existing stakeholders to support relationship building and increase repeat engagements

- Help to ensure spend for Ri Masterclass activities remains in-line with the agreed budget

- Support the collection of data and feedback to ensure effective evaluation and review of the programmes, and to inform funding applications and reports

## General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

## Person Specification

### Skills, experience and knowledge

Essential (E) Desirable (D)

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| • Customer service experience, including stakeholder liaison and handling enquiries from the general public                                           | E |
| • Excellent administration and organisational skills                                                                                                  | E |
| • Experience of delivering or developing STEM enrichment activities for young people                                                                  | E |
| • Experience of working with volunteers to deliver a programme                                                                                        | D |
| • An understanding of the UK schools system                                                                                                           | D |
| • Experience of working in the charity, UK education or STEM Engagement sectors                                                                       | D |
| • Experience in delivering training activities                                                                                                        | D |
| • Experience in working with database systems, ideally Salesforce CRM, and record management                                                          | D |
| • Thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint), with a willingness to learn and use new systems. | E |

### Qualifications

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| • Degree in STEM or a related discipline; or equivalent demonstrable skills and experience | D |
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### Personal Attributes

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| • Enthusiasm for enriching the young people's experiences of STEM                                                                                                        | E |
| • Excellent interpersonal skills with a proven ability to work collaboratively; able to communicate with and influence others and maintain a positive working atmosphere | E |
| • Creative problem-solving skills including the ability to find pragmatic solutions, seek improvements, and adapt to changing situations                                 | E |
| • Excellent attention to detail                                                                                                                                          | E |
| • Ability to multi-task and work in a fast-paced environment; positive "can do" attitude and willingness to support others where needed                                  | E |
| • Ability to present information, verbally and in writing, in a clear and concise manner                                                                                 | E |
| • Well organised and able to maintain accurate records which adhere to required policies and processes                                                                   | E |

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| • Able to take a calm and sensitive approach to challenging situations                 | E |
| • Committed to the principles of equity, diversity, inclusion and accessibility (EDIA) | E |
| • An understanding of the Ri mission and vision                                        | D |

**Notes:**

*This role requires weekend working during school term times, with both travel and overnight stays across the UK to attend Saturday Masterclasses at regional locations. Time off in lieu for weekend working will be given on a suitable weekday, and expenses can be claimed in-line with our expenses policy. Work outside of normal office hours may be required for some activities or events.*

*It is expected that the post-holder will be based in the North of England, North Wales or Scotland and will work predominantly remotely with some travel to the Ri building in London – on average once a month, but variable according to programme needs and opportunities, e.g. in-person training. Expenses for travel to the Ri offices will not be payable but expenses for regional travel will be covered.*

*An Ri laptop will be provided.*

*This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.*

*As the position involves working with young people, the post holder will be required to undergo an Enhanced DBS with Barred List Check and/or Protecting Vulnerable Groups Scheme Membership (Scotland) and any relevant related checks as mandated by UK laws and regulations.*