

Job title	Urenco Young Scientist Centre (UYSC) Manager
Date	April 2026
Accountable to:	Head of Public and Family Programmes
Accountable for:	UYSC Presenter/Producers, UYSC Technician, UYSC PhD interns
Location:	Albemarle St, London
Contract type:	Permanent, 35 hours per week Onsite, can occasionally work remotely
Salary:	c£37k per annum

Job Purpose

Co-ordinate the delivery of inspiring workshops and hands-on activities to visiting school students and families to empower young people to explore and get involved in science.

Job Description

Main responsibilities of the role
<ul style="list-style-type: none"> • With support from the Head of Public and Family Programmes, to oversee the Urenco Young Scientist Centre (UYSC) and provide effective line management of the team. • To oversee the day-to-day running of the UYSC ensuring the delivery is safe, and meets the expectations of the participants, their teachers and our funders. • "Act as 'responsible person' for UYSC workshops and other Ri activities including ensuring we follow our policies and procedures for safe storage and use of equipment and materials". • Contribute to the continual development of the UYSC programme for children and young people by reviewing existing content and developing new content. • Develop and deliver a programme of school holiday hands-on activities for family visitors. • Lead the monitoring and evaluation of the reach and impact of our UYSC programme. • Oversee enquiries and bookings for the programme, providing a high level of customer service, ensuring the CRM database is completed accurately, and continually improve our customer service and data practices. • Contribute to reporting, budgeting and business planning for UYSC. • Contribute to the compilation of reports for trustees, funders, partners and collaborators. • Collaborate with other teams to research, write and deliver science content for live, virtual, and recorded events. • Present or event manage for Ri events, for example family theatre shows, as required.
General responsibilities applicable to all staff
<ul style="list-style-type: none"> • Understand and support the Ri strategy including the Ri vision, mission and aims
<ul style="list-style-type: none"> • Promote the Ri values and encourage team working and effective communication with colleagues
<ul style="list-style-type: none"> • Help achieve EDIA goals across the organisation and promote diversity and inclusion at the Ri
<ul style="list-style-type: none"> • Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
<ul style="list-style-type: none"> • Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR
<ul style="list-style-type: none"> • Undertake other responsibilities as may be reasonably requested of your post

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
Experience of working in an educational setting with people of all ages including children and teenagers	E
Experience in delivering engaging scientific education or learning in a formal or informal environment	E
Excellent all-round communication skills, including the ability to present in front of live audiences and to camera	E
Ability to learn and present new content quickly and to a high standard	E
Good practical laboratory skills and knowledge of lab health and safety	E
Experience of managing projects effectively	E
Good verbal and written communication skills and the ability to communicate effectively to a range of audiences	E
Experience in acting as a mentor or providing training for junior members of staff	E
Knowledge of safeguarding issues	E
Good working knowledge of Microsoft Office	E
Experience of developing and writing educational workshops/activities	D
Experience in managing events, including working with volunteers	D
Experience of controlling costs and managing spend effectively	D
Experience of managing people (employees and/or contractors/volunteers)	D
Qualifications	
A-level, (Level 3) or an equivalent knowledge of science, engineering or similar discipline	E
Degree level education or equivalent experience (in a scientific or educational discipline)	D
Personal Attributes	
Ability to multi-task and work in a fast-paced environment	E
Excellent organisational and time management skills	E
Able to work collaboratively in a team as well as independently with minimal supervision	E
A flexible mind set, willingness to experiment and learn from experience	E
Ability to find pragmatic solutions, seek improvements, and adapt to changing situations	E
Positive "can do" attitude and willingness get involved in a wide range of activity to support others	E
An understanding of the Ri's mission and activities	D

Notes:

This role will involve working evenings and weekends. As this position involves working with young people, the post holder will be required to undergo an Enhanced DBS clearance and related checks, as mandated by UK laws and regulations.

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.