



## Job Description

<b>Post Title</b>	Henry Royce National Outreach Officer - 80564
<b>Organisation Advertising Description</b>	College of Engineering and Physical Sciences School of Metallurgy and Materials
<b>Salary</b>	Full time starting salary is normally in the range £30,395 to £39,609. With potential progression once in post to £42,036 a year.
<b>Duration of Post</b>	FTC – up to 18 months

## Job Summary

Materials Science and Engineering is a key enabling discipline that facilitates the development of important future technologies which provide sustainable solutions to challenges across a range of sectors including: energy, transport, defence, the built environment, medical and healthcare, and information technology. Major national and international companies require specialist Materials Science and Engineering graduates.

The Association of Heads of University Materials Departments has highlighted the need for an ambitious coordinated national outreach strategy, and funding to support this has been secured from the Henry Royce Institute. We therefore are seeking to employ an energetic person to run an active and diverse outreach programme in order to raise awareness of Materials Science and Engineering at a national level, and to promote Materials Science and Engineering as undergraduate subject choice.

The postholder, working closely with representatives from Materials Science Departments and the Henry Royce Institute, will lead an ambitious national outreach programme. As part of this programme, the postholder will develop strategies, materials, and networks that will enhance our collective ability to inform students, parents and teachers on the existence of Materials Science and Engineering as a discipline, its importance to UK industry, and the opportunities it offers for career progression. The postholder will work in close collaboration with outreach representatives from nine partner universities (University of Birmingham, University of Cambridge, Imperial College London, Loughborough University, University of Manchester, Queen Mary University of London, University of Oxford, University of Sheffield, Swansea University), as well as from the Henry Royce institute to develop and implement such a coordinated national strategy. This includes managing the creation of a range of promotional materials, activities and events aimed at boosting

the profile of Materials Science and Engineering nationwide. The postholder will be expected to lead and coordinate the presence of the discipline at large science festivals such as Big Bang and the Cheltenham Science Festivals.

This post will involve a need to travel and stay overnight when necessary. It will involve working outside of normal hours including evenings and weekends when necessary.

The successful applicant will be required to undergo and pass a DBS check before starting the post, due to working in schools.

### **Main Duties**

The range of responsibilities and duties will include:

- Develop and facilitate an appropriate overarching communication outreach strategy and delivery programme to encompass a wide range of student engagement activities, working in collaboration with outreach representatives from the partner universities and institutes.
- Generate and disseminate suitable promotional material for undergraduate study in Materials Science and Engineering.
- Deliver supporting material, activities and talks to schools and colleges nationwide to promote the teaching of Materials Science within the context of the current curriculum.
- Organise conferences or workshops aimed at raising teachers' awareness of the opportunities for the study of Materials Science and Engineering at undergraduate level, including admissions.
- Develop contacts, and liaise on a regular basis with teachers, careers advisors in schools and colleges nationwide.
- Develop contacts, and liaise on a regular basis, with external organisations involved in science communication and education e.g. professional bodies, museums, trusts and charitable organisations and relevant industrialists.
- Identify sources of additional funding to support development of selected projects, e.g. to develop material for promotional activities.
- Identify exemplars of best practice in science communication both internally and externally.
- Train, engage with and support Materials Science and Engineering ambassadors from Partner Institutions in delivery of the programme.
- Deliver quantified assessment of the progress of the programme, and support developing a sustainable national and collaborative initiative.
- Maintain appropriate records and establish robust monitoring, evaluation and reporting procedures for science communication outreach activities.
- Produce documents, posters and reports as necessary.
- Fully engage with communication and outreach activities run by the Sir Henry Royce Institute, providing regular reports as agreed with the Royce's CDT Development Manager.
- Lead and coordinate the presence of Materials Science and Engineering activities at nationwide science festivals.
- Coordinate with relevant professional bodies.
- Coordinating the creation of online resources for Materials Science and Engineering classroom and outreach activities

## **Knowledge, Skills, Qualifications and Experience Required**

- Educated to degree level (or equivalent) in materials science and engineering, or another related physical science or engineering discipline.
- Documented experience in science and/or engineering communication and outreach
- Demonstrated ability to build new and maintain positive working relationships with academic and/or industrial personnel at all levels, both internal and external to the organisation.
- Evidenced experience of organisation of outreach events, workshops or conferences.
- Demonstrated well-developed interpersonal skills to work effectively with a wide range of people, including staff and students at all levels, external industrial executives and work well as part of a team.
- Demonstrate excellent presentation and communication skills across a range of media.
- Demonstrated enthusiasm and self-motivation skills.
- Demonstrable organised and flexible approach to working.
- Demonstrable wide range of IT skills (Office, communications, Web) to support administrative and communication systems.
- Website design and maintenance experience.
- Proven ability to work with minimal direction and supervision, planning and prioritising own workload, and providing concise and clear reports to stakeholders
- Proven ability to deal with changing priorities and deliver to specified deadlines whilst using own initiative and creativity to solve problems.
- Ability and willingness to travel and stay overnight when necessary.
- Ability and willingness to work outside of normal hours including evenings and weekends when necessary.
- Experience in engaging with social media and on-line communication, and a willingness to engage with new technologies and platforms.

### Desirable

- Active participation in committees/representative bodies.
- Advertisement media design experience.
- PGCE or other teaching qualification.