



SCIENCE PROJECTS

EXHIBITION DESIGN & BUILD
THE OBSERVATORY SCIENCE CENTRE
TRAVELLING EXHIBITIONS

Unit 1, Warren Farm
Steventon
Basingstoke
RG25 3BL
UK

+44 (0)20 8741 2305
info@science-projects.org
www.science-projects.org

Job Opportunity:

Outreach Coordinator

- **Location:** Working from home/Applicant must be based in the East Sussex area
- **Working Pattern:** Part-time: 21 hours a week, flexible working day but with evening and weekends occasionally required.
- **Salary:** £35,000 FTE

About Us

Science Projects is a UK science education charity with a 30-year history of bringing science to communities. We operate the Observatory Science Centre at Herstmonceux, East Sussex and have a design and build studio in Hampshire which creates interactive science exhibits for museums and science centres all over the world.

Job Summary

The Outreach Coordinator will play a crucial role in expanding the Science Project's reach and engagement with diverse communities. This position involves developing, implementing, and managing outreach programs and initiatives that promote our educational offerings, foster community partnerships, and enhance public understanding of science.

The Outreach Coordinator will be key in helping us to make the best use of our fantastic resources on a financially sustainable basis. In particular, our large number of interactive science exhibits specifically designed to be easily transported. In the past, some of these have been taken into schools in the local area while others have been lent to community organisations on a nationwide basis.

The Outreach Coordinator will report to the Chief Executive.

Key Responsibilities:

1. Program Development:

- Design and implement outreach programs that align with Science Project's mission



SCIENCE PROJECTS

and goals, making best use of the resources available and ensuring financial sustainability.

2. Community Engagement:

- Build and maintain relationships with schools, community organisations, and other stakeholders.
- Collaborate with partners to co-host events, workshops, and educational sessions.
- Recruitment, training and management of volunteers and specialist staff and outside providers.

3. Event Coordination:

- Organise and facilitate outreach events including with schools, community organisations and other stakeholders.
- Coordinate logistics for events, including venue arrangements, marketing, regulatory requirements and volunteer management.
- Coordinate our attendance at events organised by others including volunteer management.

4. Marketing and Promotion:

- Develop promotional materials to increase awareness of our outreach programs.
- Utilize social media and other platforms to communicate outreach activities and successes.

5. Evaluation and Reporting:

- Monitor and evaluate the effectiveness of outreach programs, gathering feedback from participants and partners.
- Prepare reports on outreach activities and its impact for Science Projects Leadership Team and funding agencies.

6. Financial sustainability, Funding and Grants:

- Develop a financial model of working which ensures our outreach work is self-funding and financially sustainable.
- Assist in identifying funding opportunities and writing grant proposals to support outreach initiatives.

Person Specification:

- Experience in outreach, community engagement, or education, preferably in a science centre, museum or nonprofit setting (essential)
- Strong communication and interpersonal skills, with the ability to engage diverse audiences (essential)



SCIENCE PROJECTS

- Excellent organisational and project management skills including managing to a budget (essential)
- Proficiency in social media and digital marketing (essential)
- Passion for science education and community outreach (essential)
- Fluent spoken and written English (essential)
- Good working knowledge for Microsoft Office packages (essential)
- Current valid driver's licence (essential)
- Will be committed to our values as an organisation - bringing science to the public (essential)
- Knowledge of using mailchimp, eventbrite and equivalent platforms (desirable)
- Bachelor's degree in science, Education, Communications, or a related field (desirable)
- Knowledge of regulatory requirements for working with children and/or vulnerable adults (desirable)
- Financial and funding management skills including price setting, managing to a budget and writing grant applications (desirable)

Application Process:

Interested candidates should submit a CV, covering letter, and reference contact details to hina@science-projects.org by 15th December 2024.

Informal enquiries are welcome and should be submitted to abbie@science-projects.org.

Science Projects is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.