

# EDINBURGH SCIENCE

## Job Description

### JOB IDENTIFICATION

**Job title:** Skills and Learning Manager

**Responsible to:** Head of Education

**Last Update:** January 2019

### OVERALL PURPOSE

At the core of our work is the belief that science and technology connect us – as individuals, disciplines and societies – and can help us exchange ideas, solve the environmental, economic and health challenges of the 21<sup>st</sup> Century and help shape and secure a collaborative, creative and sustainable future.

Edinburgh Science is looking to develop its activity and impact as a training organisation working with a variety of groups who seek to professionally engage audiences with science and technology. These groups include science communication professionals, school teachers, youth workers, artists in the creative industries and the scientific and technological communities. These training programmes will be developed alongside our UK Festival, Education and worldwide work and will build on our track record of expert science engagement.

The Skills & Learning Manager is a new post responsible for developing and delivering a range of engagement and learning activities and will help build our reputation as a training organisation. The first of these activities will be the delivery of a Science Engagement Skills Accelerator Programme (SESAP) and a Festival Delegate Programme during the 2019 festival. You will be involved from the early stages of SESAP through to its delivery with particular involvement in the programme design, activity development and their implementation and evaluation. As part of this we seek to develop a framework that provides a clear skills development pathway in science engagement from entry level through to master practitioners that is of value to Scottish science engagement practitioners active on national and international stages. The new Festival Delegate Programme aims to provide further opportunities for professional development, networking and ideas exchange.

Driven by your desire to see people reach their full potential you are passionate about learning and skills development in this sector and supporting the organisation's ambition to increase the supply of world-class science engagement activities in Scotland and beyond.

You will be an integral part of the science festival's growth as a centre of excellence in external training provision. This role provides an exciting opportunity to join a fast growing, dynamic company. This role is being offered as an initial fixed term, 3 year contract linked to funding.

### KEY RESULT AREAS

- Develop, deliver and manage the Science Engagement Skills Accelerator programme (SESAP) and support the creation of a learning framework.
- Develop, deliver and manage the Delegate programme attached to our annual science festival

- Establish a system of evaluation and reporting for the programmes for the Senior Management Team and external funders.
- Help Edinburgh Science develop and establish a range of training programmes, including teacher training / CLPL

## **MAIN TASKS**

### **Design and Develop**

- Analyse and identify key learning and development needs in the sector and for each stakeholder group in conjunction with colleagues develop a learning framework for each stakeholder group
- Working collaboratively with colleagues across the organisation create specific learning solutions to address identified skills gaps and build capacity in the relevant stakeholder groups
- Develop and maintain effective relationships and partnerships with key players in local and national groups, communities, charities, key Scottish and UK government departments, educational bodies and relevant project partners to further the aims of this ongoing year-round activity.
- Develop and maintain effective relationships with the broad range of programme participants

### **Delivery and co-ordination**

- Procure, manage and deliver the learning interventions and modules for the programmes
- Build up a list of high quality external consultants/suppliers who can work in partnership with us to deliver the programmes and align future demands
- Drive the annual planning process around SESAP and Festival Delegate programme taking place during the festival in line with the organisation's planning priorities
- Recruit SESAP programme and festival delegate participants
- Manage SESAP programme and delegate participants throughout their interaction with these programmes
- Oversee and manage the administration aspects of the programmes including - venue bookings, enrollment, all participant communications, logistics of travel and accommodation as required.
- Maintain an accurate database of participants

### **Quality and Evaluation**

- Monitor and evaluate programmes and results developing clear and deliverable objectives that ensure KPI reporting
- Estimate annual costs and manage delivery budgets
- Champion and promote the SESAP and Festival Delegate programme work both internally and externally
- Work with the Development team to assist in writing funding applications and bids to further support the programmes
- Produce and distribute reports on performance
- Recommend improvements or refinements to the delivery and management of the programmes

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

- Across all the internal teams

### **External:**

- Stakeholders in learning, academia, arts, community and cultural settings
- Science education and related umbrella organisations

## **SPECIFIC KNOWLEDGE AND EXPERIENCE**

You're probably degree qualified with a recognised training qualification.

You will have lots of experience in skills development, community learning or organisation development. You've done some of this before for another client or employer and have familiarity with designing previous learning frameworks and programmes. You understand, can articulate and apply your deep knowledge and practical experience of learning and development methodologies, including e-learning resources and technologies.

A natural communicator and networker, you make connections with people at all levels and influence them through your emotional intelligence and well-honed negotiation techniques. You have previous experience of developing meaningful business partnerships and collaborating with multiple stakeholders.

Confident, pro-active and professional, you assimilate information quickly and have a passion for connecting people and ideas and you think creatively and laterally about these in order to turn them into opportunities.

You can organise, plan and manage your own work to agreed deadlines and can anticipate potential problems whilst using your initiative to work without close supervision. At the same time you enjoy contributing to a team based environment.

You're also willing to roll your sleeves up and get involved in some of the smaller but important detail to deliver the end product to participants, so you have a flair for budget management, administration and systems to help you do this!

You may have previously worked in the public or 'third' sectors and may have some interest in science/STEM engagement for all. You will ideally have a full, clean driving licence.

