Job Description

Job Title: Technology Projects Officer

Salary: £22K - £25K per annum

Location: Oxford Centre for Innovation, New Road, Oxford, OX1 1BY

Responsible to: Education Outreach Manager

Working arrangements: 37.5 hours per week Monday to Friday or Tuesday to Saturday on weeks where a club is running.
No overtime paid but time off in lieu.

Holiday: 25 days per annum. The holiday year is Jan-Dec

Background Information

- *The Oxford Trust*, established in 1985, is a leading charity focussed on encouraging the pursuit of science and enterprise

- The Trust's public facing brand is Science Oxford (SO) and our Education group is the region's leading developer and provider of STEM (science, Technology, Engineering and Maths) enrichment. In addition:

- The Trust's "SO Live" programme of events provides a variety of opportunities for adults (16+) and families to engage with all that is best in contemporary and hands-on science through talks, workshops and shows.

- In addition, the Trust is deeply involved in the entrepreneurial life of the County particularly through its Oxford Centre for Innovation

facilities in New Road. This centre now includes a makerspace in the basement, which is being run in partnership with the OxHack community group.

- Whilst the Trust funds some activities through its own on-going investments, it collaborates with other like-minded organisations in a way that makes a difference to the people it engages with.

- The organisation is run by a board of trustees all of whom hold, or have held, leading roles in business, education or the sciences.

- The position of Technology Projects Officer is one of 24 full and part time posts currently employed by the Trust.

The Role

Science Oxford has recently established a new and popular technology strand which compliments the organisations existing programme of science activities to offer a breadth of opportunities across Science, Technology, Engineering and Maths (STEM). The technology strand covers aspects of engineering, coding, crafting and making.

The Technology Projects Officer will be responsible for the development of a suite of technology focussed activities such as workshops, competitions and teacher CPD and for delivery of these activities in schools and as part of the Saturday Clubs programme. Working with a broad age range from 8 – 16 years plus family and adult audiences, the activities will encourage young people to explore and create.

The role will also involve building partnerships with individuals and organisations such as Oxford Hackspace Ltd., Code Club, STEM ambassadors and local community groups in order to work together to achieve their respective goals.

The role requires some travel across the region therefore there is a requirement for the job holder to hold a full clean driving licence.

Part of this role is working with, moving and handling specialist kit. Whilst it is safely managed, there is an intrinsic requirement for manual handling in carrying out this job. Full training will be provided if necessary.

Detailed Job Description

1. To develop and resource a series of high quality technology focussed activities including workshops, challenges, networking and teacher CPD events incorporating elements of computing, coding, engineering and design.

2. To be responsible, with input from other members of the school's team, for the delivery of these activities in schools and as part of the Saturday Clubs provision.

3. To build relationships with Oxford Hackspace Ltd. to encourage joint working and develop activities for 16-18 year olds which benefit both organisations.

4. To establish working groups of volunteers, STEM Ambassadors and professionals to support, develop and deliver the computing, technology and engineering activities of Science Oxford.

5. To assist in the development of teacher resources e.g. downloadable teacher guides and content for teacher CPD sessions.

6. To collect evaluation data from schools and families to ensure the ongoing quality and development of activities and to keep good written documentation of delivery packages.

7. To assist with ensuring that school and public contacts are kept up to date and to contribute to a regular schedule of school and public communications as required.

8. To assist with education and family projects and events as required.

General Management

Like everyone else, the Technology Projects Officer must take responsibility for their own personal management and development and manage physical resources effectively, including:

1. Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.

2. Ensuring that the organisation's equal opportunities polices are followed and actively practice social inclusion within their own area of service.

3. Reading and responding to internal communications and information which is disseminated.

4. Participating in the Trust's agreed performance appraisal system

5. Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.

6. Complying with standing orders, financial regulations and all other policies and systems for ensuring financial probity.
7.

Note:

This job description is not intended to be exhaustive. The postholder

will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the postholder) subject to the needs of the Charity, and in keeping with the general profile of the post

The postholder will be required to complete an enhanced DBS check

Preferred Work Experience, Knowledge and Skills and Behaviours

Preferred Experience

1. Experience in the delivery of engaging and interactive STEM activities for young people

2. Experience of coding and/or electronics

3. Experience of making, tinkering or crafting in a variety of materials

4. Experience of designing and developing activities for school and family audiences

5. Experience of delivering workshops and/or training to a variety of audience types

Preferred skills and knowledge

1. A minimum of A level qualifications or equivalent in Design, Manufacturing, Science, Technology, Engineering or similar with a preference for relevant post 18 qualifications or experience.

2. Good communication skills – both verbal and written

3. Familiarity in the use and application of Microsoft office software

Preferred Behaviours

1. An interest in STEM Subjects and the communication of technology

2. A creative problem solver and effective partnership worker.

3. A strong team player who can work with colleagues across the organisation

4. An organised approach with an ability to plan effectively

5. Willingness to work flexible hours including early mornings, and some evenings with reasonable notice

6. Demonstrate the Trust's values with a high level of commitment to the organisation