

# JOB DESCRIPTION

POSITION	Senior Community Learning Co-ordinator
SALARY	£31,217 - £34,802 per annum
CONTRACT	Fixed Term to 31 December 2021 with the intention to become permanent subject to funding, Full-time (based on 37.5 hours per week)

## RESPONSIBLE TO

STEM Learning Manager

## OVERVIEW

Glasgow Science Centre (GSC) is excited to be working on an ambitious project 'Connect' which will open new doors and build relevant pathways to learning for Glasgow's diverse and broad population; positioning GSC as an essential part of the city's cultural life and as a powerful advocate for personal advancement and scientific enterprise.

Connect is a transformational change programme that will bring greater inclusion and diversity into the core of GSC's strategy, practices and actions. Underpinned and driven by a programme of organisational change which will challenge entrenched thinking, shift perceptions and help catalyse change. Connect will deliver:

- an enhanced Community Learning and Development (CLD) programme;
- an ongoing programme of inclusive cultural science events;
- transformation of GSC's built environment;
- new exhibits promoting GSC's unique philosophy for accessible science communication.

Working within the STEM Learning Team, the Senior Community Learning Co-ordinator will be responsible for the development and management of GSC's strategy for the CLD programme to build and significantly expand its reach and impact; with the aim of creating a sustainable business model for GSC's CLD programme to continue at a significantly expanded and impactful level for the foreseeable future.

## RESPONSIBILITIES

- To lead the development and implementation of the GSC's CLD strategy and programme to expand its reach and impact.
- To establish, build and maintain partnerships with external organisations to increase our reach and influence.
- Working with GSC's STEM Learning and Business Development Managers to source and access funding from various sources for the development and delivery of programmes to meet identified needs.
- To lead and manage the development of new and existing CLD programmes that support community capacity building through the channels of Adult Learning, Family Learning and Youth Work
- To collaborate with partners and participants on co-design and co-delivery of learning experiences, events, and training opportunities.
- To manage all aspects of the CLD programme, ensuring delivery of targets is within timelines, budgets and as per agreed priorities.

### COMPANY CONFIDENTIAL

0141 420 5000 | glasgowsciencecentre.org  
50 Pacific Quay | G51 1EA

- To line manage a team of Community Learning Coordinators responsible for engaging community groups and families with the CLD programmes including recruitment, induction, mentoring and performance management.
- To develop and implement a robust and appropriate evaluation model to measure the impact of the CLD programmes.
- To report project progress to internal and external stakeholders; including working with Communications team to celebrate and promote success.
- To ensure GSC is working in line with the CLD Standards Council's Competent Practitioner Framework.
- To collaborate with teams across GSC; sharing information to ensure a coordinated approach to programme and event delivery.
- To implement the GSC 5-star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the guidelines of GSC's Health and Safety policy and procedure.
- To carry out other reasonable duties/tasks as required to meet the objectives of your team and GSC.

#### Experience & Skills:

- Significant experience in a Community Learning and Development setting - professional CLD qualification desirable;
- Experience of managing people and relationships with partners;
- Experience of fundraising and budget/financial management;
- Excellent interpersonal and communication skills;
- Strategic and project management experience.

#### Personal Qualities:

- Confident in decision making;
- Ability to reflect constructively on current practice and adapt accordingly;
- Passion for science and technology as a vehicle for community learning and development;
- Ability to prioritise, work to deadlines and perform while under pressure;
- Demonstrable respect for equality and diversity and the ability to promote equal opportunity practices;
- A creative approach with a drive to pursue new opportunities;
- Available to work a flexible working week when required (weekends, evenings, public holidays etc.).

#### APPLICATION PROCESS & CONTACT DETAILS

To apply please follow the link below:

<https://glasgowsciencecentre.typeform.com/to/qSLalyGX>

Postal address: Human Resources, Glasgow Science Centre, 50 Pacific Quay, Glasgow, G51 1EA