

JOB DESCRIPTION

POSITION	Science Learning Coordinator
REPORTS TO	Science Projects Manager
DEPARTMENT	Learning
DIRECT REPORTS	None at present
CONTRACT	Permanent

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

COMPANY CONFIDENTIAL

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50 Pacific Quay | G51 3EA

Working within the Learning team to develop and support the delivery of high-quality science learning experiences for schools, communities and public audiences, while also contributing to the consistency and quality of science engagement across the science centre through effective communication and support for engagement staff.

KEY RESPONSIBILITIES

- To develop high-quality resources and experiences for all audiences, ensuring they have engaging and relevant content and are delivered in an appropriate way that inspires and challenges audiences.
- To work with teams across GSC to develop, coordinate and deliver events for school, family, uniform group, adult and community audiences.
- To coordinate allocated projects, including creating and managing project plans, budgets, timelines and reports.
- To liaise with partners and funders on the development and delivery of experiences, developing relationships, managing expectations and providing an integrated and professional level of service.
- To advocate for the overall quality of the learning experience, delivering ongoing evaluation and continuous improvement of experiences.
- To train staff in the delivery of experiences; ensuring they are equipped with the relevant knowledge and skills to deliver to the highest quality standard.
- To deliver training to teachers, practitioners, STEM professionals and others to increase confidence in science engagement.
- To contribute to (and lead where directed), the maintenance of high standards of science engagement across the centre by modelling excellent communication and providing on-floor engagement or coaching-style support.
- To support onboarding and staff development around science engagement.
- To ensure the content of all programmes and experiences is scientifically accurate, accessible and, where appropriate, linked to the curriculum.
- To deliver science engagement activity and provide floor cover when required.
- To collaborate with the wider GSC team to monitor the quality and consistency of the offer across the science centre and to identify opportunities to drive visitors or generate income.

- To implement the GSC 5-star Customer Service promise to offer a fun, safe and welcoming experience to all customers.
- To work within the guidelines of Glasgow Science Centre's policies and procedures.
- To carry out other reasonable duties / tasks as required, delivering, and meeting the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Experience in developing content for science engagement	X	
Degree level qualification or relevant experience	X	
Excellent writing, editing and proof-reading skills		X
Excellent interpersonal and communication skills	X	
Ability to present, facilitate and train confidently	X	
Skills in coaching or mentoring others		X
Experience in project coordination		X
Experience of managing external stakeholder relationships		X
Knowledge of Curriculum for Excellence and modern theories of learning		X
Experience of Community Learning & Development		X

Personal Qualities

- Creative and motivated to inspire and challenge others with science
- A passion for science and technology with a high level of commitment to GSC's mission and values
- A willingness to develop skills and experience across all areas of science learning, including education, CLD and consumer events
- Values inclusiveness and promotes equal opportunity practices
- Strong attention to detail whilst maintaining sight of the overall picture

- Able to work effectively in a team, including with external groups and individuals
- Able to work in a dynamic environment and to remain calm under pressure
- A willingness to work across a variety of projects and areas as required by the Learning team and wider organisation.
- A flexible approach to meet overall deadlines and needs of GSC, including availability to work evening and weekends.

Printed Name:

Signature:

Date: