

JOB DESCRIPTION

POSITION	Science Project Manager
REPORTS TO	Learning Manager
DEPARTMENT	Science Learning
DIRECT REPORTS	Science Learning Coordinators
CONTRACT	Permanent, Salaried, 37.5 hours

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

0141 420 5000 | glasgowsciencecentre.org
50 Pacific Quay | G51 3EA

Working within the wider Science Learning Team, the Science Project Manager will be responsible for overseeing the development and project management of Glasgow Science Centre's learning programmes. The Science Project Manager will assist the Learning Manager to build financial stability for the Science Learning team, delivering projects that inspire and engage our education, community and public audiences.

KEY RESPONSIBILITIES

- To project manage all aspects of the science learning programme, including budget management, resource planning and reporting internally and externally.
- To line manage a small team of Science Learning Coordinators, including recruitment, induction, mentoring and performance management.
- To work with the Learning Manager to identify and apply for funding for the development and delivery of science programmes for education, community and public audiences.
- To develop partnerships and maintain strong relationships with external funders, organisations and groups.
- To work with the Marketing and Communications team to demonstrate the value and impact of our work to increase our reach and influence.
- To oversee and support the development of new and existing learning content, ensuring content for all programmes is accurate, accessible for all, and linked to learning outcomes as appropriate.
- To develop and implement robust and appropriate evaluation models to measure the impact of learning programmes.
- To collaborate with teams across GSC; sharing information and developing processes to ensure a coordinated and efficient approach to programme and event delivery.
- To implement the 5-star Customer Service promise to offer a fun, safe and welcoming environment to all customers.
- To work within the guidelines of Glasgow Science Centre's policies and procedures, especially Health and Safety, and Children and Protected Adults.
- To carry out other reasonable duties/tasks as required to meet the objectives of your team and Glasgow Science Centre

PERSON SPECIFICATION		
Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Degree level qualification or relevant experience	X	
Significant experience in a learning setting	X	
Partnership development and fundraising experience		X
Project management and budgeting experience	X	
People management experience		X
Experience in developing content for STEM learning		X
Experience in delivering learning experiences or training	X	
Excellent interpersonal and communication skills	X	
Personal Qualities		
<ul style="list-style-type: none"> Is passionate about using science and technology as a vehicle for learning and development. Can reflect constructively on current practice and adapt accordingly. Is comfortable working in a fast-paced, dynamic environment, and confident making decisions under pressure. Is creative and driven to identify opportunities and take them forward. Can prioritise and work to deadlines with an organised approach. Is available to work a flexible working week (working weekends, evenings, and public holidays is often required). 		