

Projects Associate, ASDC

Deadline: May 2 2017

www.sciencecentres.org.uk

- JOB TITLE:** Projects Associate
- REPORTS TO:** Dr Penny Fidler, Chief Executive of ASDC
- LOCATION:** ASDC Offices, Central Bristol
- SALARY:** c. £22,000 pa
- DEADLINE:** Deadline for applications: May 2 2017
- INTERVIEWS:** At the ASDC Office in Central Bristol on May 16 2017

The UK's Association for Science and Discovery Centres (ASDC)

The UK Association for Science and Discovery Centres (ASDC) is the UK's vibrant national membership organisation that brings together the leading informal science engagement organisations in the UK, including the major science and discovery centres and science museums. Every year in the UK, 20 million people of all ages and backgrounds choose to engage with science at one of the UK's science and discovery centres or science museums. This equates to 385,000 people every week of the year who come to our centres to explore and delve into science in a hands-on, involving and personal way.

ASDC is an educational charity based in Bristol, with an active Board of Trustees from fourteen of the nation's leading science and discovery centres and museums. Our vision is for a society where people are intrigued, inspired and involved with the sciences. Our mission is to bring together the ASDC membership to play a strategic role in the Nation's engagement with science.

To achieve this we work in close partnership with staff at all levels in member science and discovery centres and museums, charitable trusts, research councils, Government departments, industrial partners, and other educational charities across the UK.

To find out more about us visit www.sciencecentres.org.uk

Job description:

We are looking for an exceptional individual to appoint to the varied role of ASDC Project Associate. The person we appoint will be flexible, highly motivated, utterly organised and keen to learn and progress in the field of science engagement. They will play a key and far-reaching role in our small, innovative and fast-paced team.

The Projects Associate will be responsible for supporting all ASDC projects, activities and communications. This will include working on the delivery of key national science engagement projects and events, as well as responsibility for updating the ASDC website and organising member communications including social media.

The role will include:

1. Supporting the delivery of the ASDC National Conference and AGM every September (in a different part of the UK each year) with specific responsibility for event organisation, leading on all communications and on-line bookings and finding and securing exhibitors.
2. Responsibility for compiling the monthly ASDC newsletter which goes to science engagement professionals in the UK and overseas.
3. Writing engaging content to regularly update the ASDC website with news, events and project information, and communicating this to members.
4. Supporting the ASDC Project managers in delivery of ASDC's multiple National STEM programmes including organising national training academies, supporting project meetings, ordering and sending out equipment for projects, and other tasks as required.
5. Supporting the CEO and Deputy CEO to deliver national events and programmes such as the ASDC national marketing managers meeting, leadership calls, and the education managers meeting.
6. Supporting the CEO with travel bookings, meeting arrangements and administration.
7. Responsibility for keeping the membership and partner database up to date and uploading all new contacts from the team regularly.
8. Assisting with the migration of content and information onto a new content management system for the website and supporting the Deputy CEO with the new ASDC database.
9. Keeping office supplies topped up and being the first point of contact for office contractors.
10. Playing a Key role setting up and using Social Media for ASDC.
11. Proofing documents and working with printers.
12. Assisting the CEO and ASDC team to deliver other aspects as required of the ASDC mission "to bring together the ASDC membership to play a strategic role in the nation's engagement with science".

This role includes the following:

- Management of the ASDC database and membership communications, including annual membership renewals.
- Delivery of specific time-limited projects to agreed scopes of work, deadlines and budgets throughout the year.
- Day to day management of the website (and learning the new CMS, Wagtail, for which full training will be given).

- Supporting the CEO and Deputy CEO and providing updates to member organisations and other partners.
- Occasional travel (including overnight stays) across the UK to support ASDC events and academies, and to manage bookings for these via Eventbrite.
- Writing engaging web content to celebrate projects and activities.
- Maintaining accurate time-sheets of project work.
- Undertaking general administration for the projects, CEO and the office.
- Managing the all office supplies, contractors and ASDC info line.

Essential Requirements

- A proven passion for science engagement
- A degree in science
- A minimum of 12 months' project coordination experience or similar.
- Excellent, vibrant written English and the ability to write engaging concise and catchy web content and newsletters.
- Excellence and confidence in engaging people and working collaboratively with external organisations. This would include excellent interpersonal skills, a friendly positive manner and the ability to enthuse public engagement professionals across the UK, as well as confidence at representing ASDC in a variety of settings, including with board members, partners, scientists and members by phone and in person.
- Ability to efficiently use (or quickly learn how to use) an CRM database (full training will be given), Eventbrite, survey monkey, mail chimp, new social media and to use these on a daily basis.
- A very efficient and speedy approach to administrative tasks, demonstrating exceptional organisation and finding and using time saving approaches at all levels (including new online approaches as they are invented) to ensure we can offer maximum impact for our funders in all we do.
- An excellent knowledge of a range of social media channels, and the passion to use it to facilitate networking between ASDC members, and within the context of our projects.
- Ability and desire to travel to Science and Discovery Centres and events across the UK, including occasional overnight stays and early starts.
- Attention to detail in everything you do, for example compiling lists of delegates with their emails and job titles, and accurate writing and proofing.
- **Place of work: We are a very small team, so please understand that only applicants who are happy to be based each day from the Bristol office will be considered.**

Desirable requirements

- A passion to learn a new Content Management System and to be responsible for updating the new ASDC website, launching in June 2017.
- A robust knowledge of Word, Excel, Powerpoint and the desire to quickly learn or teach yourself other packages such as illustrator and photo editors.
- A keenness to democratise science, and share it widely.
- An understanding of the audiences, operations and constraints of the UK science and discovery centres and science museums.
- Experience delivering public engagement programmes with families or schools
- A strong track record working (or volunteering) with or in a UK science and discovery centres, science museum or informal learning organisation.

Person Specification

This role requires someone who is highly-motivated and would relish the chance to learn and progress in the field of science engagement. They should also delight in the opportunity to meet and communicate with members in centres across the UK, growing their contacts and inspiring members with our national projects. We are a small team and as a national co-ordinating organisation our role involves a lot of admin and databases and the ideal person must be happy keeping these at the leading edge, updated and leading our small team on this.

- The ideal candidate will be highly-motivated, bright and will relish this opportunity to work with colleagues across the UK and to develop new skills.
- They will be very personable and will get on easily with, and encourage and motivate a range of different people working on our collaborative projects, in centres across the UK.
- They will be pro-active, and be happy to work both alone on their own initiative and as part of a small, dynamic team and will be keen to assist all areas of ASDC operations.
- They will be confident in trying new things, with a keenness for collaborative working as well as innovating and simplifying the on-line and administrative systems we currently use.

Application process

To apply, please send **a one page formal covering letter** to the CEO Dr Penny Fidler saying why you would relish the opportunity to take this position, what you would bring to our organisation, and how your previous experience and passion is relevant to this role. Please send this as an attachment in an email along with your CV (including 2 referees) to dawn@cvelite.co.uk calling the email '**Projects Associate**' in the subject line. **Dawn O'Shea works as a recruitment partner, recruiting directly on behalf of ASDC.**

Deadline for applications: Tuesday 2 May 2017 (11pm)

Interviews: At the ASDC office, Bristol. May 16 2017

I'm afraid we will be unable to respond individually to each application. If you do not hear from us by May 16 you should assume that your application has been unsuccessful. Candidates selected for an

interview will be asked to bring along proof of UK residence and original copies of qualifications. Only applicants who have a legal right to work within the UK will be considered.