

Space and Physics Projects Manager

January 2019

www.sciencecentres.org.uk

JOB TITLE: ASDC Space and Physics Projects Manager
REPORTS TO: CEO of ASDC
LOCATION: The ASDC Offices, Central Bristol close to the Harbourside
CONTRACT: This is a full-time post for 2 years, with the possibility to extend depending on funding
SALARY: £27,000 - £35,000 pa

SPECIFIC RESPONSIBILITY FOR:

The day to day management of Two National Strategic Science Engagement Programmes:

1. Our National Space Programme 'Destination Space' in partnership with The UK Space Agency.
2. Our highly successful National physics and engineering engagement programme 'Explore Your Universe' in partnership with The Science and Technology Facilities Council (STFC).

Deadline: February 19 2019, 11pm
Interviews: w/c March 4 2019 at the ASDC Offices in Central Bristol (phone interviews before)
Start date: Immediate

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 near the Bristol Harbourside, with an active Board of Trustees from fifteen 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. We have a passion for encouraging girls and underserved communities with science.

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



Job description:

We are looking for an exceptional individual to play a key role in our small fast-paced team to project manage two of our national strategic programmes. Together, these programmes will engage hundreds of thousands of children and their families across the UK.

The two programmes you would lead, manage, provide new content for and train other staff on are:

1. Our National Space Programme 'Destination Space' for schools and families in partnership with The UK Space Agency. This programme will be developed and run across the UK, and will focus on the following content areas:
 - UK Spaceports and launchers
 - The upcoming ExoMars mission
 - The 50th anniversary of the moon landing (July 2019)
 - The latest satellite applications and technology
 - The James Webb Space Telescope
2. The highly successfully 'Explore Your Universe' programme supported by The Science and Technology Facilities Council (STFC) working with science centres and community partners across the UK.

The Space Programme: 'Destination Space'

ASDC has been working in partnership with the UK Space Agency for several years. For Tim Peake's mission, ASDC created and delivered a fabulous national family astronaut programme for science centres across the UK. Over 914,000 children and adults took part in our Destination Space family shows and schools workshops and 20 UK science centres and museums were delivering the programme. Overall 2.1 million members of the public came to the exhibitions.

ASDC are again working in partnership with the UK Space Agency for another major national Space Programme to celebrate the latest UK-related space missions, and space science, technology and engineering.

This is a high-profile fast-paced role, working in partnership with the UK Space Agency, European Space Agency and a host of national partners including the National Space Centre. For the content development you will be leading the content creation with experts from across the UK and will together develop a host of activities and resources for UK science centres to run exceptional space programmes with family visitors.

Specifically, you will be responsible for:

- Project managing Destination Space, along with all the communications and administration to make the programme work brilliantly.
- Co-ordinating and leading the development of an exceptional set of content, including
 - a family show
 - a series of curriculum-linked schools workshops
 - a project handbook, and
 - online resourcesall for use by science centres and other partners, ensuring all the key messages are conveyed throughout.



- Developing a bespoke set of hands-on equipment with the project team (including ensuring the acquisition of highly sought-after items such as parts of satellites or spacecrafts).
- Running the process to select science centres and contracting them for delivery and evaluation
- Purchasing all the items the team decide should be in each set of equipment, creating a process to assemble these, packaging them (including applying graphic design) and distributing these to the selected centres.
- Organising two Training Academies for staff from science centres to attend. This will include booking venues, catering, liaising with attendees and facilitating sessions on the day. (One Training Academy will take place in March 2019 and one in October/ November 2019).
- Managing Press and PR for the programme with partners and the UK Space Agency and ensuring all logos and descriptors are correct and all stakeholders liaised with.
- Co-creating and delivering a training handbook and evaluation strategy for the programme
- Co-creating and delivering a full Marketing Pack for the partners to use in their centres, writing press releases and seeking all approvals from the Space Agency.
- Ensuring full and open access for all partner science centres to images, latest information and press releases via social media, newsletters, phone and email.
- Supporting and managing all partners through regular meetings, phone conversations, conference calls and emails and ensuring their timely delivery and reporting.
- Ensuring the whole programme is delivered on time and on budget.
- Ensuring all content is scientifically robust and accurate.
- Assisting the CEO with future physics-related funding proposals.
- Depending on the timing of the appointment, and the skills of the recruit, leading on the Moon Landing anniversary handbook, equipment development and plans across the UK.

These programmes are underway and content development and deliverables will depend on the start date of the project manager. More information about our fabulous Destination Space programme can be found here: <https://www.sciencecentres.org.uk/projects/destination-space/>.

The Physics and engineering Programme: Explore Your Universe

The UK Association for Science and Discovery Centres (ASDC) and Science and Technology Facilities Council (STFC) have an exciting strategic partnership which brings together some of the most fascinating cutting-edge physics and engineering in the country with the talents and infrastructure of the ASDC network of science centres. ASDC and expert partners have created a set of high-end physics schools workshops, masterclasses and family shows alongside a specially created set of physics equipment. Across the 3 phases, this ASDC programme has involved 380,987 children and adults in 23 regions of the UK.



The Project Vision: To engage, inspire and involve families with school-age children across the UK with the amazing stories, science and people of STFC's world-leading research, specifically focussing on what successfully builds interest, confidence and science capital with children and families in the 40% most socio-economically deprived regions of the UK.

The Project Mission: To deliver an inspirational and exciting national hands-on science programme in partnerships between Science Centres and community-based organisations, through a range of multiple interaction and participatory methodologies, and to evaluate the impact of various methodologies to produce clear guidance of what works and what needs to change to truly involve families from all parts of UK society.

The project manager would be responsible for the delivery of Explore Your Universe Phase 4 Project, as well as its day to day management and future of the programme.

Specifically, you will be responsible for:

- Working with community partners and experts to reach widely across society.
- Running the selection process for science centres .
- Organising a Training Academy for staff from science centres to attend. As detailed above, this will including booking venues, catering, liaising with attendees and facilitating sessions on the day. (This Training Academy will likely take place in May 2019).
- Co-ordinating and delivering a number of meetings across this 2.5 year programme
- Helping Science Centres to deliver a great programme, collating and presenting what they have all done.
- Providing Centres with up to date information on the latest science from STFC, including current areas of interest such as the James Webb Space Telescope, gravitational waves and more.
- Responsibility for full Project admin, including all planning, reporting and financial control across the project (training can be given).
- Developing and overseeing project social media, website updates, and newsletters.
- Ensuring that everything you create or co-develop is scientifically accurate.
- Co-ordinating the development of an exceptional set of content, including:
 - a project handbook
 - a series of online and other resources

all for use by science centres and other partners, ensuring all the key messages are conveyed throughout. More information about the Explore Your Universe programme and its impact can be found here: <https://www.sciencecentres.org.uk/projects/explore-your-universe/> .



The role of Space and Physics Projects Manager includes:

- Day to day management of both projects including project planning, project management and delivery to agreed scopes of work, deadlines and budgets.
- Liaising with, and providing regular support and updates to STFC and The UK Space Agency, member organisations, other partners, including telephone meetings, emails and UK-wide visits.
- Frequent travel (including early starts and overnight stays) across the UK for meetings, to train staff and to deliver the project.
- Writing engaging materials and magazine style web content to celebrate this and related projects. Social media activity is part of the role.
- Managing contracts and financial control of related sub-grants distributed by ASDC for science centre delivery across the UK.
- Maintaining accurate time-sheets of all project work and all related admin for the project.
- Providing reports and claims for the project, in partnership with the CEO and Deputy CEO.
- Undertaking all the administration for the project and setting up fast online mechanisms to facilitate this, including fine detail of all project and partner expenditure.
- Assisting the ASDC team with national conferences and other programmes and funding proposals where needed, as we are a small team.

Candidate Essential Requirements

1. A real passion for space science and physics, with a broad knowledge across all areas of space, physics and engineering.
2. A passion for engaging girls and communities with science.
3. Considerable knowledge of space science and/ or physics, for example:
 - i. A PhD in the physical sciences, engineering, maths or related area, **or**
 - ii. A trained physics teacher, or engagement specialist in this area, **or**
 - iii. Experience working in the space, physics, engineering or related sector
4. A proven aptitude and passion for public and engagement, with experience of creatively engaging audiences including families and schools.
5. Excellence and confidence in engaging people in creative ways. This would include excellent presentation and facilitation skills to enthuse public engagement professionals, and confidence at presenting ASDC projects everywhere from high-profile conferences to family events.



6. Excellent, vibrant, grammatically correct written English and the ability to quickly write and self-edit both formal reports and engaging, concise and catchy web content with relevant images.
7. Ability and enthusiasm to travel regularly to other Science and Discovery Centres, STFC and Space facilities across the UK and Europe (e.g. CERN) for meetings with colleagues and partners and running training, with overnight stays and long full days (e.g. approx. few times a month).
8. To already know, or have the aptitude to quickly learn new software and platforms. For this role you will need to use Microsoft Project, Excel (to an advanced level) web authoring packages, our databases, and a series of online mechanisms (eg: Google Docs, Trello, indesign, Eventbrite, Send-in-Blue, etc.) Initial training can be given.
9. Ability to efficiently and accurately undertake all the management and administration for the programme, including keeping track of costs and planning expenditure carefully.
10. Ability to rapidly write reports, summaries and web content, knowing what is important to include and keeping text concise, choosing great images.
11. Well versed in a range of social media, and the passion to use it within the context of the projects to engage professionals across the UK.
12. Ability to meticulously project manage complex multi-partner programmes against tight deadlines, planning into the future and foreseeing issues that might arise for ASDC and partners, and to creatively find methods to minimise these.
13. Ability to happily get on well with colleagues in our partner organisations including funders and science centres and to be able to develop relationships on the phone and by email.
14. Flexibility to jump between tasks and work simultaneously on two overlapping programmes.

Desirable Requirements

1. Experience in community engagement, in particular working with people from disadvantaged communities.
2. Knowledge of the UK science and discovery centres, science museums or related informal learning organisations, and an understanding of the audiences, operations and constraints under which they operate.
3. Experience developing and running interactive physics and space hands-on demonstrations and activities would be an advantage.
4. Proven experience of successfully managing a large science engagement project and large budgets.
5. Exceptional Physics teachers may also apply.

Place of work: We are a very small team, so please understand that only applicants who are happy to be based full-time from the Bristol office will be considered.



Person Specification

This role requires someone who is highly motivated, innovative, adaptable and would relish the chance to learn and progress quickly in the UK field of public engagement. They will also delight in the opportunity to travel to centres across the UK, growing their contacts and will regularly meet and be expected to inspire science centre staff and partners with our national projects. They will play a key role in our fast-paced and hard-working team.

- The ideal candidate will be highly self-motivated, adaptable, bright and will relish this opportunity to work with colleagues across the UK and to develop new skills and partnerships.
- They will be very personable and friendly and will get on easily with, encourage and motivate a range of different people working on our collaborative projects, in centres across the UK. They will be the type of person who can quickly understand the constraints and other priorities of colleagues in partners organisations, and can flexibly, creatively and adaptably encourage solutions which deliver the shared goals on time and on budget with flair and creativity.
- They will be pro-active, demonstrate leadership skills and be able to operate effectively both alone and as part of a small, dynamic team.
- They will be confident in trying new things, want to create new national programmes for the sector and work with the CEO to secure funding for these. They will have a keenness and aptitude for public speaking, collaborative working and operating at a high level.
- They will be excellent with co-ordination, logistics and planning, and happy with numbers.
- They will innovate in all areas of the programmes and suggest changes to practise to improve efficiency and be expected to seek and use excellent engagement methods.
- They will be proficient and efficient at all administration to make the programme happen, and deliver these less glamorous details quickly and accurately.
- They will at all times enhance the standing of ASDC and be willing to represent ASDC at international and national meetings.

Application process

Please send your CV along with a **covering letter** to the CEO Dr Penny Fidler, saying why you would relish this role working with ASDC, what you would bring to our organisation, and how your previous experience is relevant to this role.

Please send in advance of the deadline to our HR consultant Dawn O'Shea at dawn@cvelite.co.uk and cc to admin@sciencecentres.org.uk

Please put ASDC in the subject line.

Deadline: February 19 2019, 11pm

Thank you for showing ASDC your proof of UK residence. Only applicants who have a legal right to work within the UK will be considered.