

ASDC Project Manager (AI & Machine Learning)

Job description

Job title: Project Manager (Freelance)

Location: Bristol (Not remote, but hybrid working can be discussed)

Timeline: November 2025 to May 2026

Working to: ASDC Chief Executive

Remuneration: £14,000

About the Association for Science and Discovery Centres (ASDC)

[ASDC](#) is the national charity that brings together the UK's major science engagement organisations to play a strategic role in the nation's engagement with science. Within our network are over 50 of the nation's largest publicly accessible science centres, discovery centres, science museums and scientific bodies. Our vision is for a society where people are intrigued, inspired and involved with the sciences.

"Demystifying AI – from algorithms to everyday life"

The UK is internationally known for excellence and innovation in Artificial Intelligence (AI) and Machine Learning. AI has already transformed the way we live, work and connect with the world around us, with widespread use across society from finance and marketing to healthcare and security. Yet for many people AI remains an abstract and inaccessible concept, often surrounded by myth, hype and uncertainty, with various ethical challenges surrounding its rapidly increased use. Global research shows that citizens are unwilling to trust AI systems, and public concern (linked to harmful personal encounters with AI such as deepfakes, false information, financial fraud) is increasing in the UK.

Children today are meeting AI before they learn skills of critical thinking. The ASDC network of science and discovery centres and museums have a crucial role to play in supporting young people and families to develop the confidence, understanding and skills to thrive in a future AI-entangled world.

"Demystifying AI" will support ASDC members to deliver accessible, hands-on activities, discussions, digital experiences and experiments across the UK. From digital skills and coding, to chatbots and careers, this programme aims to break down some of the complex ideas and technologies of AI, into meaningful, interactive experiences that share the UK's world leading research and innovation with school children, teachers, families and communities across the UK.

Your role

We are looking for an exceptional individual to project manage 'Demystifying AI – from algorithms to everyday life'. This is a short-duration, national project that will fund a series of AI engagements through the ASDC membership network of science and discovery centres.

Your role involves the successful coordination and facilitation of this multi-partner project to agreed scopes of work, deadlines and budgets. This includes liaising and reporting to funders and strategic stakeholders, running online and face-to-face meetings with experts in the field of

AI and emerging technologies, and working alongside our experienced and vibrant UK network to represent and celebrate their work.

Key responsibilities

Science and discovery centres will be selected by ASDC and the steering committee following proposal stages taking place in October-November 2025.

Your role includes:

- Delivery of two additional training meetings (researching suitable speakers from STFC and wider UKRI, facilitating opportunities for continued professional development of our project holders, ensuring inspiring practice, challenge and learning is shared across the network).
- Maintaining ongoing communications to support the AI project holders to deliver to the best of their capacity, in line with strategic agendas and project goals.
- Management of strategic stakeholders alongside the Project Director and ASDC team.
- Liaison and contribution to the evaluation of the project with the external evaluation specialist to ensure outcomes are investigated and captured by project partners (metrics, participant data, practitioner feedback, images/video).
- Production of structure, copy and image selection for subsequent layout of a final, vibrant case study report that highlights the insights and impacts from the development and delivery across the 15 projects.
- Celebration and dissemination of engagements on digital channels as they take place supporting connection, shared insight and advocacy for the network members of ASDC.
- Undertaking the administration for the project (including maintaining accurate timesheets, managing changes to contracts and maintaining an overview of all expenditure).
- Curating an online resource hub of AI activities provided by members to share with science engagement practitioners at the end of delivery for legacy.
- Regular check-ins with ASDC Project director, Head of Communications, Project Associate and wider team.
- Running management meetings reporting to funders on progress and risk management.
- Ensure milestones are delivered on time and to budget.

About you

The role will suit someone who is highly organised, motivated, self-directed and collaborative. We operate in a fast-paced, dynamic environment with high delivery standards and are looking for someone who can adapt to evolving needs without compromising quality.

You should bring:

- Experience running multi-partner projects, including skills required to manage large budgets and deliverables to tight deadlines
- Very strong communication and people skills
- An academic background and/or experience working in STEM or STEM engagement
- Ability to operate effectively both independently and as part of a close, dynamic team
- Ability to write engaging reports, concise summaries and eye-catching web content
- Excellent attention to detail and a pro-active approach to problem solving

You may also have:

- Experience developing or presenting interactive, practical demonstrations and activities
- Knowledge, expertise and interest in AI and Machine Learning, including awareness of AI applications and public concerns on the increasing use of AI

- Experience of evaluating impact for STEM engagement projects
- Experience working for a science and discovery centre, museum, charity or non-profit organisation
- Understanding of the issues and research relating to inclusion, equity and accessibility of STEM and STEM engagement.

What we offer

- A creative, friendly team environment
- A role that makes a national impact across the science engagement sector
- Flexible working arrangements
- City centre office with good public transport links
- Opportunities for professional development

Hours

This will be a part-time job, averaging at 1 day per week, with expectation of higher intensity work in November-December and March-May.

Diversity, equity and inclusion

ASDC has a strong commitment to Equity, Diversity and Inclusion (EDI), we believe in creating a work environment where everyone feels welcome, respected and supported. We value the positive impact greater representation will have on our organisation, programmes and culture and welcome applications from people of all lived experiences. We want to work with you to ensure the recruitment process is accessible for you, please contact us if you have questions about ASDC, our accessibility or recruitment process.

How to apply

If you would relish the opportunity to connect and contribute to the innovative science communication and public engagement sector in the UK, please get in touch.

Please email your CV along with a covering letter outlining why your skills and experience would be a good fit for this role to admin@sciencecentres.org.uk with '**Freelance Project Manager**' in the subject line. You are welcome to provide this information in a short (no more than 5 minutes) video instead of a traditional CV and cover letter.

Please note only applications with a covering letter or a video will be considered for this role.

Closing date: 18.00 on Wednesday 15th October

We will be inviting a maximum of 3 candidates to an informal interview (online or in-person) to talk through the key responsibilities and timelines of the project in the w/c 22nd October, with decisions on appointment made by Friday 29th October.

To apply for this role, you must be eligible to work in the UK.

We look forward to hearing from you.