

NATIONAL STEM CENTRE

UK EUROPEAN SPACE EDUCATION MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

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| Position: | UK Space Education Office (ESERO) Manager |
| Location: | Significant travel in the UK will be involved. The job holder could be based at home although regular travel to York will be necessary. |
| Term of appointment: | 0.6-0.8 FTE April 2010 until end of March 2012 |
| Salary: | Up to £50,000 per annum (pro-rata) |
| Pension scheme: | A final salary pension scheme (in the Universities Superannuation scheme) is provided, whereby employer and employee contribute 16% and 6.35% respectively of the employee's salary. |
| Reporting to: | Director , National STEM Centre |
| Responsible for: | Approx 1-2 support staff |

Background

The Gatsby Charitable Foundation has agreed to provide a grant of £4.4 million over five years to establish and run the National STEM (Science, Technology, Engineering, and Mathematics) Centre alongside the National Science Learning Centre at York.

The government's Department for Children, Schools and Families (DCSF) and the European Space Agency (ESA) have awarded a contract to the National STEM Centre to set up and operate a space education office for the UK – formally called the European Space Education Resource Office (ESERO UK). The contract runs until March 2012.

We are now looking to appoint the Manager to direct the ESERO UK office, who has an interest in both school / college STEM education, and in space activity. This is an exciting opportunity to support STEM education across the four nations of the UK.

For further details see the document National STEM Centre – Additional information.

The Role

Management Responsibilities

The manager will:

- Establish a UK space education network, bringing coherence to the space education sector.
- Raise the profile of ESA and the UK space sector within the UK education community and the wider population.
- Act as a point of contact for teachers and lecturers and other members of the ESERO network when seeking information about space education
- Manage work of the STEM Website Editor in order to ensure the development of a web portal bringing together space education resources and activities from key stakeholders in the UK and Europe.
- Appoint and manage the activity of several space education champions / regional networks to promote the work of the space education network throughout the UK.
- Manage the £0.5m budget for the project and report progress to DCSF, Science and Technology Facilities Council (STFC) and ESA.
- Work with the National STEM Centre Director in order to integrate the activities of ESERO UK within the National STEM Centre and wider Myscience programmes.

Leadership and Influencing Responsibilities

- To play a leading role in the bringing together UK education activities that use Space as a context with the objective of increasing and improving the use of these activities by UK teachers and lecturers in schools and colleges.
- To influence the providers of these activities in order to increase coherence, relevance and quality of the activities.
- To promote the UK space industry within schools and colleges.
- To promote the work of ESA and STFC in the space education area.
- To ensure that the activities of ESERO- UK work integrates appropriately with the other programmes at the National STEM Centre and the National Science Learning Centre.

Reporting and administrative responsibilities

To report formally progress on all aspects of the project to ESA, DCSF, STFC and the ESERO UK Steering Group at agreed intervals.

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| <p>PERSONAL QUALITIES Disposition and characteristics relevant to the job e.g. leadership skills, resilience, persuasiveness ability to cope with pressure, ability to work with others, ability to motivate/influence, creativity and innovation</p> | <ul style="list-style-type: none"> • Strong leadership skills and the ability to influence and inspire others. • Have a strong desire to use Space as a context to improve the STEM skills of students and teachers in the UK • The ability to think, plan, execute and evaluate performance clearly in a complex environment • The ability to help others manage the process of change • Good negotiating skills • A flair for creativity and innovation • Self starter and the ability to work with the minimum of direct supervision • Personal interest in space activities, such as space missions or Earth Observation missions, astronaut programmes etc. | <p>E E E E E E E</p> | <p>D</p> |
| <p>OTHER INFORMATION RELEVANT TO THE POST e.g. shift work or unusual hours, travel in UK or abroad, driving</p> | <p>Extensive travel within the UK will be required, with occasional trips overseas, e.g. to ESA in Europe or NASA in the USA.</p> | | |

* E – Essential D- Desirable