

NATIONAL STEM CENTRE

STEM WEBSITE EDITOR

JOB DESCRIPTION AND PERSON SPECIFICATION

Position	STEM Website Editor
Location	National STEM Centre
Term of appointment	Two years, starting as soon as possible.
Full time equivalent	1.0 fte: 37hrs hours per week
Salary	£24,000 – 28,000 per annum
Pension scheme	This appointment confers eligibility for a final salary scheme (the Universities Superannuation Scheme), and under the current terms of which the employer's contribution is 16% of the employee's salary, providing the employee makes a contribution of 6.35%.
Annual leave	30 days per annum pro rata (plus 8 Bank Holidays)
Reporting to	Director, National STEM Centre

Background

The National STEM Centre is co-located with the National Science Learning Centre, on the University of York campus. Two major developments lead to this outstanding opportunity:

- The Gatsby Charitable Foundation has provided funding of £4.4m for the establishment and of the National STEM (Science, Technology, Engineering, and Mathematics) Centre until 2013.
- The award of funding from the European Space Agency (ESA) and DCSF to establish the UK's European Space Education Research Office (ESERO) at the National STEM Centre.

The growth of comprehensive communication websites will make a major contribution to the success of both programmes.

Please refer to the 'National STEM Centre – Additional Information' document for further details.

The Role:

STEM Website Editor (1.0 fte)

The STEM *Website Editor* role is expected:

To maintain and update the Centre's websites:

- the Centre's communications site (www.nationalstemcentre.org.uk)
- the ESERO-UK (www.esero.org.uk)

To support the Centre's Director in establishing the National STEM Centre as the national hub for STEM information for both stakeholders and teachers and lecturers.

To support the ESERO-UK Manager in developing a portal site to direct teachers and lecturers to appropriate resources and providers in support of space education.

Key Responsibilities

- Creating and refreshing webpages – sourcing, editing and publishing content and multimedia material.
- Ensure content is fit for purpose and meets guidelines, including daily site updates, routine maintenance, fixing broken links.
- Maintaining organised asset management.
- Planning and developing regularly updated feature content, in consultation with National STEM Centre colleagues.
- Development of termly eNewsletters and periodical email alerts for registered users.
- Migrating content to refreshed sites when appropriate.
- Managing web content including metadata etc, for the ongoing promotion of the sites through search engines
- Contribute to the development of our social networking facility for teachers and lecturers.
- To engage in learning and development activities appropriate to the skills and competences required to fulfil the position
- Any other tasks as reasonably required by the Director.

Person Specification

	Details	E*	D*
<p>ATTAINMENT</p> <p>Evidenced achievements e.g. relevant qualifications (or equivalents), training, membership of professional bodies</p>	<ul style="list-style-type: none"> • Degree or equivalent • Two A-levels of equivalent • GCSE English and Mathematics grades A-C 	<p>e</p> <p>e</p>	<p>d</p>
<p>EXPERIENCE</p>	<ul style="list-style-type: none"> • Experience of content management systems • Editorial experience of writing for the web • Experience of working in an education sector/educational publishing 	<p>e</p> <p>e</p>	<p>d</p>
<p>COMPETENCES</p> <p>Skills and abilities required for effective performance</p>	<ul style="list-style-type: none"> • Strong ICT skills • Professional working knowledge of the internet and web-based applications • Ability to write accurate and engaging web copy appropriate for our audiences • Experience of metadata application • Knowledge and application of web accessibility standards 	<p>e</p> <p>e</p> <p>e</p>	<p>d</p> <p>d</p>
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Excellent written, oral communication and interpersonal skills • Strong team-working abilities, and a flexible and adaptable approach to work • Strong organisational skills and the ability to manage your own workload to tight deadlines 	<p>e</p> <p>e</p> <p>e</p>	
<p>OTHER INFORMATION RELEVANT TO THE POST</p>	<ul style="list-style-type: none"> • Willingness to be flexible over hours of working • Willingness to undertake occasional travel within UK 	<p>e</p> <p>e</p>	