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**STEM Officer**

**Job Description**

1. **Job Details**

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| Job Title:  | STEM Officer | Department: | Communications |
| Line Manager: | Head of Communications | Grade: | 5 |
| Full Time/Part Time:  | Part Time – 0.5 FTE (18.5hrs per week, flexible, annualised) | Duration of Appointment: | Fixed-Term: 12 months, with possibility of extension, subject to funding |

**2. Job Purpose**

The STEM Officer post will coordinate, develop, deliver and evaluate STEM engagement activities at SAMS’ developing Ocean Explorer STEM hub in Oban, in schools in Argyll and the wider region and at community events. You will inspire young people in secondary and tertiary education about marine technology, engineering and the blue economy in line with the [Scottish Government’s STEM strategy](https://www.gov.scot/policies/science-and-research/stem-education-training/).

Working in parallel with the UHI STEM Coordinator (Outreach) who focuses on biological/conservation/species science in nursery and primary education, you will support us in fulfilling the entire STEM offering through expertise in communicating technology, engineering, mathematics and innovation, and a focus on secondary school education. You will write reports on your activities and prepare grant proposals to allow for the further development and expansion of ocean literacy and STEM education for a sustainable and healthy marine environment. The role contributes to the SAMS strategy for education for a better future, ‘to encourage and support young people to value, study and protect the marine environment.’

This post has been created thanks to generous funding from the BlueFloat Energy | Nadara Partnership who are currently developing five floating offshore wind farms off the northeast coast of Scotland. This exciting new relationship with SAMS aims to inspire young people to explore a range of career opportunities through engagement with STEM activities, broaden understanding of robotics, and supercharge student, early careers and STEM training opportunities for people in rural Scotland.

**3. Main Responsibilities**

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| *Description* | *Approx. %**of time* |
| **Support STEM partnerships:** | 15 |
| * Be an active and engaged member of the local STEM partnership.
* Develop a strong working relationship with the outreach teams of the BlueFloat Energy | Nadara Partnership to inform workshop content and skill development and connect the future workforce with relevant employers and employment avenues.
* Be an active, affiliated partner of the UHI STEM team.
* Develop a network with local teachers, home educators and career advisors.
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| **Deliver outreach engagement and events:** | 70 |
| * Design and develop curriculum-relevant and business-informed workshops and activities that inspire young people and career changers to explore careers in the blue economy involving technology and engineering, from boat building and operating to AI and robotics and marine renewable energy.
* Find outstanding existing resources and amend them to be relevant locally and add new components highlighting relevant SAMS research.
* Deliver inspiring and hands-on, people-focused workshops and activities at the Ocean Explorer STEM hub, in schools and at events.
* Develop and deliver 5 specific sponsor-schools visits which fall within an area of choice for the BlueFloat Energy | Nadara Partnership.
* Offer online career sessions for parents.
* Offer bespoke and online teacher training sessions.
* Develop digital resources for further learning in school, at home (e.g. for home educators) and out-of-school clubs.
* Maintain records of all your activities.
* Evaluate the benefits of your STEM programme for learners, teachers and employers.
* Provide support to appropriate STEM engagement activities when required.
* Working with SAMS’ development department to create content to nurture a strong relationship with the funder, including but not limited to multimedia requests and contributions to reporting.
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| **General responsibilities:** | 15 |
| * Identify, manage and report on risks associated with the role.
* Be pro-active in the application of SAMS Health and Safety procedures.
* Participate in probationary and annual performance and development reviews.
* Attend training courses that your line manager deems necessary.
* Be an active member of the SAMS Communications team and regularly attend team meetings and support Comms colleagues.
* When available, fill in for the Ocean Explorer Centre Manager or the SAMS’ UHI STEM (Outreach) Coordinator in their absence.
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| Be pro-active in the application of SAMS Health and Safety Procedures.  | Ongoing |

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**4. Planning and Organising**

The postholder must have good logistical skills to plan and organise meetings, events and workshops that are delivered on time and in budget. They need to be able to plan within a broader strategy, taking a big picture approach.

**5. Problem-Solving**

Problem-solving is a key skill the postholder is expected to not just display but teach. They need to be able to crisis manage planned events when conditions such as poor weather, transport links or sickness of key personal require fast changes to be made to plan without compromising the health and safety at any time. They may also need to be able to find excellent alternative modes of delivering STEM should unforeseen circumstances (e.g. Covid) require this.

**6. Decision-Making**

The postholder will work with their line manager and the STEM Coordinator to decide on the schools and projects to work with and the resources to leverage or develop. They will also decide on grant opportunities to pursue.

**7. Key Contacts/Relationships**

The postholder will be an active member of the SAMS Communications team. You will develop and deepen relationships SAMS has with other STEM providers and agencies. You will also work with individual scientists in developing new STEM activities and to ensure all STEM activities are informed by the latest research.

Critically, you will work in partnership with the outreach teams of the BlueFloat Energy | Nadara Partnership, developing resources which support our shared aims, encouraging the development of industry-relevant skills, keeping the BlueFloat Energy | Nadara Partnership informed of plans and activities, and promoting career opportunities in the wind industry.

Your most important relationships will be with young learners, their teachers and parents across the Council area and into Highland and Western Isles region.

You will also need to engage broadly with employers across the region to ensure your workshops reflect market needs.

You will work with the wider UHI satellite STEM team and the Highlands and Islands STEM Partnership, and in particular with other STEM providers across Argyll and the Islands.

**8. Knowledge, Skills and Experience needed for the Job**

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| **Essential** |
| Skills: | The postholder must be willing and able to travel within the Highlands and Islands and occasionally further afield. |
| Characteristics: | The postholder must have excellent communication skills and be a strong team player. You must have a demonstrable enthusiasm for technology and engineering. |
| Other: | The postholder must have a valid UK driving licence so they can use either their own or an institute vehicle to visit schools with learning resources and to attend workshops, events and meetings. |
| **Desirable** |
| Qualifications: | Educated to degree level or equivalent in STEM or related discipline. |
| Experience: | * Working with young people in school or tertiary education.
* Working within education, research or a marine/maritime industry.
* Working in STEM engagement or science communication delivery in schools or equivalent context.
* Experience of organising and delivering STEM engagement and community events, meeting agreed targets and timescales.
* Working in partnership with industry and external agencies to promote and develop programmes of activities.
* Leading programmes of activities that deliver agreed targets within timescales and budgets.
* Appropriate level of data protection, security and confidentiality awareness.
* Ability to understand, analyse and summarise information with good IT and social media skills.
* Experience of handling difficult situations in a positive and confident manner and be robust in dealing with negative outcomes.
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| Knowledge: | * Knowledge of Scotland’s Curriculum for Excellence and familiarity with STEM curriculum expectations and outcomes.
* Good understanding of marine science and the Argyll marine environment.
* Knowledge and understanding of the Highlands and Islands.
* Knowledge of or interest in the Gaelic language and culture, as well as knowledge of renewable energy, climate topics, etc.
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| Skills: | * Excellent interpersonal skills in dealing with academic colleagues and external stakeholders
* Ability to work and act on own initiative as well as part of a team to complete tasks and projects
* Outstanding communication skills both orally and written, appropriate to a range of audiences including children
* Ability to maintain accurate records and write reports.
* Evidence of good prioritisation and time management skills.
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**9. Dimensions – Scope of role**

This is an exciting role involved in the strategically desirable development of a substantially enhanced STEM activity at SAMS. There is the potential to be centrally involved in the development of an ocean-focused STEM hub for Argyll and Bute.

**10. Any other relevant information**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed**.** If the normal duties of the post include going to sea (apart from small boats e.g. RHIB's) the applicant must be able to obtain the ENG1 medical certification and complete the STCW 95 Personal Survival Techniques training.

This post is funded part time 0.5 FTE, and fixed term for a 12-month period, with the start date agreed with the successful candidate. However, we are looking for flexibility in working pattern and there may be consideration of annualised hours available. Please note that there is no guarantee of further employment after the expiry of this term.

This post is subject to a Disclosure Scotland Protection of Vulnerable Groups (PVG) Scheme check, so please let us know if you already have this.

[What can SAMS offer you?](https://vimeo.com/411370772)

*Please right click and select ‘open in new tab’*

Our Values and culture

We strive to be a world-class marine science enterprise that underpins regional, national, and international policy, and societal action to secure healthy and sustainable oceans.

As a workforce, we have a strong family and team culture, helping each other to achieve our goals.

Remuneration

We offer a competitive salary and pension as well as employee benefits package. We also have a number of supportive policies to assist absence, family, and other leave types.

Career Goals

SAMS provides a supportive learning and career growth environment for those looking for that next step in their career or upskill in the workplace. This may be through opportunities to develop techniques, learn more about the science objectives for the group, gain some tutorial opportunities, as well as attend meetings and CPD events.

We’ll provide you with a good start as you join SAMS

SAMS provides an excellent induction which is a great introduction to the organisation, the facilities, your department and team, and provides that support that you need over the early months joining a new organisation. We will also provide you with office space, computing equipment and ensure this is ready for you on your first day of work.

Employee Benefits

In addition to a general remuneration package which includes a generous salary, pension, and sickness absence policy, we offer a number of employee benefits to our staff, some of which are listed below:

* Flexible & Hybrid working arrangements (up to 2 days working from home) – will depend on role dynamic.
* Purchase of additional annual leave – up to 20 days per annum
* Access to shopping discounts as well as local shop and leisure discounted memberships
* Cycle to work scheme
* Purchase of technology
* Payroll Giving
* Salary Sacrifice – pensions
* Access to wellbeing portals which provide support for mental health, nutrition and fitness and GP referral scheme
* Occupational health support
* Welfare support on site
* Sabbatical scheme
* A number of training and development courses to assist you with your career development – leadership, coaching and mentoring.
* Free car parking
* Electric car charge points on-site

SAMS’ commitment to gender equality has been recognised, as our institute was presented with an Athena SWAN (Scientific Women’s Academic Network) Bronze Award and is currently working towards Investors in Diversity accreditation.

SAMS holds a Youth Friendly Employer Badge – Bronze Award.

We are now a Fair Work Employer.

As an Academic Partner of the University of the Highlands & Islands (UHI), SAMS is designated as an educational establishment and subject to the provisions of the Protection of Children (Scotland) Act. Certain roles may be subject to a satisfactory check by Disclosure (Scotland) as a condition of their appointment.

Applications must include CV and Cover Letter and should be sent electronically to recruitment@sams.ac.uk quoting Job Ref. ‘D23/24.AM’ in the subject line.

The closing date for applications is 31st January 2025.

Interviews to be held on 12th February 2025.

Please note, we prefer to contact referees prior to interview.

Guidance for Applicants

This position unfortunately does not meet the minimum requirements for sponsorship to work in the UK. You must therefore have the rights in place to work in the UK already.

Your application – what are we looking for?

We are looking for a full CV – please remember to document all your relevant work experience, listed with the most recent first. You should also include your educational achievements with your most recent qualification first.  You should include skills and competencies gained from previous employment or education. This should be specific to the job description.  Also, please include details of two referees, one referee at least from your current role, who we may contact if invited for interview.

We enjoy reading cover letters and these are an important part of the application. In the letter, connect your past accomplishments with the requirements listed in the job description. Focus on your most relevant experience, qualifications, and skills. Where possible, quantify your accomplishments with facts and data.

 Useful links

* [How to write a flawless cover letter](https://career-advice.jobs.ac.uk/cv-and-cover-letter-advice/how-to-write-a-flawless-cover-letter-in-2020/) (please right click and select open in new tab)
* [How to write a CV](https://www.reed.co.uk/career-advice/how-to-write-a-cv/) (please right click and select open in new tab)



