



ss Great Britain Trust – Science Education Officer

Reporting to:	Education Manager.
Responsible for:	Education Volunteers.
Liaison with:	Formal Education and Access Officer, Curator of Library & Archive, Maritime Curator, Interpretation Manager.
Responsibility:	To deliver and develop high quality formal and informal education programmes for the Brunel Institute, in line with ss Great Britain Trust's Strategic Plan and Education Policy.
Aims:	To deliver, in conjunction with colleagues, formal and informal Brunel Institute education programmes including the Brunel Badge, Sea Hear, Golden Ticket, and Future Brunels programme. To contribute to the development of the education programmes of the Brunel Institute. To communicate science and engineering issues to a wide audience in an accessible and exciting way.

Main areas:-

- 1** Under the direction of the Education Manager develop, coordinate and deliver activities for secondary school students on the Future Brunels scheme, ensuring smooth running of the scheme. This to include: liaise with and coordinate external speakers and organisations; maintain regular contact with Future Brunels participants ensuring that they are kept up-to-date with news and their levels of motivation are maintained, including through virtual contact and managing content of Future Brunels website; act as a point of contact for their schools and parents.
- 2** Manage and deliver the nationwide Brunel Badge loan box scheme for informal education groups including operational detail and administration of the boxes. Develop and produce activities and resources for the Brunel Badge loan boxes.
- 3** Administer and manage the Golden Ticket programme. Deliver Brunel Badge workshops to schools visiting under the Golden Ticket programme and to additional schools where necessary.
- 4** In conjunction with the Formal Education and Access Officer, ensure the continued integration of STEM activities and themes into the Brunel Badge workshop programme. Develop ideas and produce resources to support STEM subject content in the Brunel Badge workshop and self-led visit programmes.
- 5** Manage and administer the Sea Hear storytelling programme for pre-school children. In conjunction with the Interpretation Manager, develop and deliver other informal and family learning events.
- 6** Maintain good relationships with Brunel Institute partner organisations and with local schools, colleges and universities to exploit the full educational potential of the Trust's collections and resources.
- 7** Monitor and evaluate the formal and informal education programmes to ensure effective future planning.

8 Produce a monthly return of formal and informal education activities and provide information to the Education Manager for Board Reports and reports to funders.

9 Work with Communications and Marketing colleagues to ensure that the Brunel Institute education programmes are marketed effectively.

10 Consult with audiences to ensure that the education programmes are meeting their needs, and identify areas for development. Input into the running of the Trust's focus groups.

11 Manage the delegated budget.

12 Manage the Education Volunteers, and freelance consultants and contractors as required, to assist in delivering the formal and informal education programmes.

13 Represent the Trust on external professional groups to ensure dissemination of best practice and to ensure the education programmes are broadly in line with local museum/heritage/educational policies. To advise the Education Manager where the Trust can benefit from participating in such local initiatives.

Knowledge, Skills and Experience

Knowledge:

- Educated to degree level in science subject
- Knowledge of the principles of formal and informal learning
- Understanding of the principles of learning in a museum/heritage environment
- Understanding of the principles and practice of evaluation
- Demonstrable commitment to continuing professional development

Skills:

- Good communication skills, both written and verbal
- Ability to explain complex scientific concepts in an accessible manner
- Time management skills
- IT skills in Word, Excel. Desk Top Publishing skills an advantage
- Ability to work alone and as part of a team
- Resourcefulness and enthusiasm

Experience:

- Demonstrable experience of delivering formal learning programmes; a heritage or science centre context an advantage
- Demonstrable experience of resources management
- Experience of working with volunteers an advantage

How to apply:

Please apply in writing (hard copy or email) to Rachel Roberts, Education Manager. In your letter of application, please explain how you meet each point on the person specification, what you have to offer the Trust and enclose an up-to-date curriculum vitae.

The closing date for applications is 5pm Monday 15th August 2011. Interviews to be held on Thursday 1st September 2011.

For an informal discussion please contact Rachel Roberts, Education Manager, on 0117 926 0680 or by email: rachelr@ssgreatbritain.org.