

JOB DESCRIPTION

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| Job Title: | UHI STEM Coordinator (Outreach) | Approved By: | Dawne Bloodworth |
| Job Holder: | VACANT | | |
| Grade: | £26-28k per annum (pro-rata) | Location: | UHI NWH North West - Dingwall and Ullapool |
| Report To: | Joint management – UHI Head of STEM Development and UHI STEM Lead (TBC) | Date: | August 2024 |

Mission To have a transformational impact on the prospects of our region, its economy, its people, and its communities

Vision To become a connected, streamlined, and sustainable university.

Brand Story A university of today for the world of tomorrow

Core Values Collaboration, openness, respect, excellence.

PURPOSE

The post holder is one of 11 STEM Coordinators (Outreach) who are being recruited across the UHI region as part of a 3-year STEM Development Outreach Programme (2023-26). Each post will be hosted by/linked to an UHI Academic Partner (AP) and will provide a point of contact for the local STEM partnerships, with a focus on that geographical locality. The post is jointly managed by the UHI wide Head of STEM Development and local UHI AP nominated lead to ensure the strategic regional/local operational coordination of the STEM network.

The STEM Coordinator (Outreach) postholder ensures the coordination and facilitation of the local STEM partnership meetings, ensuring local STEM plans are developed and delivered annually, targeting identified areas of focus from data where available. The post holder will also coordinate and deliver STEM engagement activities locally, with a focus on the early year and first stage learners (EYFS) and primary schools, using our UHI ‘Lend a Lab’ model. This post is critical to a coordinated, collaborative UHI regional STEM approach and developing local STEM networks (see spider diagram below). The postholder and will prepare grant funding bids and be required to write reports as required/directed.

DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake.

It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

Local STEM Partnership Coordination:

- Act as a point of contact for local based and focussed STEM partnership aligned with local STEM network, to include local authority and schools and co-ordinate the development of, and support to, local STEM partnerships including facilitation of the partnership meetings.
- Ensure local needs and priorities in STEM engagement are identified and planned with other STEM partners through an agreed annual STEM engagement plan, clarifying requirements and activities for programmes/ schools/ targeted groups.
- Proactively seek and act on opportunities to develop the network of relationships leading to funded projects or other activities/events raising the profile of UHI STEM and STEM partnerships.
- Proactively seek and act on opportunities to maximising resource utilisation through integration of activities between project grants/contracts, writing grant/funding applications as agreed and directed.
- Maintain accurate records and collate key information which supports evidence based and evaluation of STEM related activities and produce reports as required.
- Contribute to the ongoing evaluation of own activity and work of the local partnership with a view to continuous improvement.
- Contribute to the development of the UHI STEM Strategic Plan with the STEM Development Manager.

STEM Outreach Engagement & Events:

- Take responsibility for STEM engagement project/event design and delivery, including coordination of staff, volunteers and liaising with STEM partners, community groups and local business and across STEM network, planning activity within agreed budgets, monitoring budget and resources as required (subject to agreed processes).
- Coordinate and delivery of STEM engagement activities locally, including the EY& Primary School Engagement model 'Lend a Lab' or alternative (with explicit agreement of STEM Development Manager) which provides in class/in school support to teachers and probationers in STEM subjects.
- Maintain records of school STEM involvement and conduct evaluations on effectiveness of STEM Programme to ensure funders requirements are met.
- When required provide support to other key regional STEM engagement activities.
- Support the development of a community of practice with other UHI STEM Coordinators (Outreach)

General responsibilities

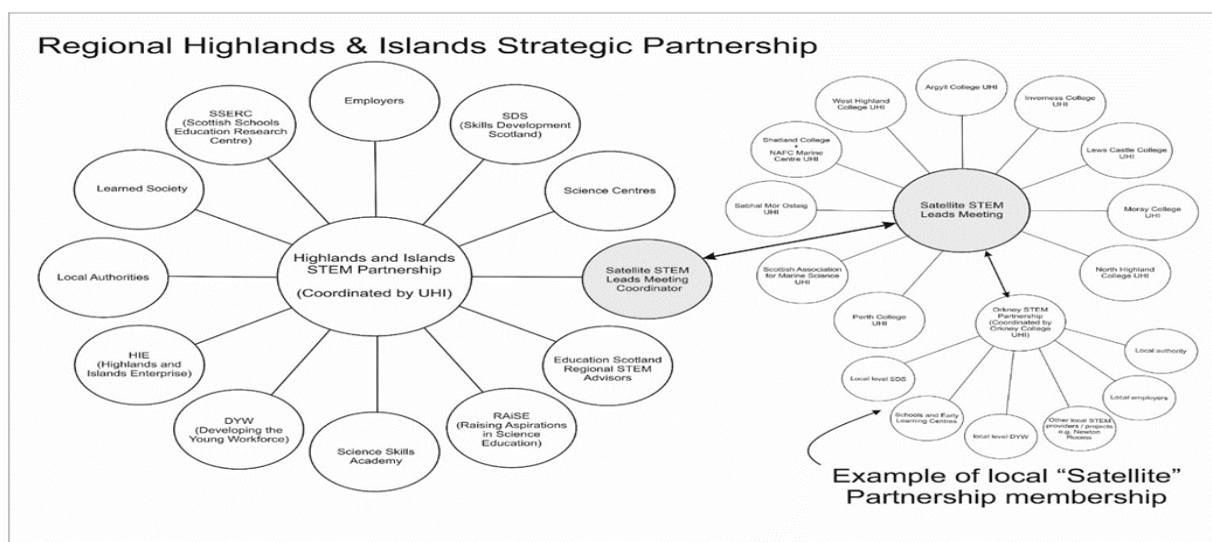
- Proactively contributing to own personal development and supporting the wider sustainability of UHI North, West and Hebrides.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
- Ensuring consistency and equality at all times and proactively engaging in the college's ethos of Excellence for All.
- Ensuring compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.
- Working collaboratively with colleagues to ensure a whole college focus and approach

CONTEXT

The UHI region is one of thirteen regions which have been defined as ‘STEM Partnerships’ which capture the collaborative approach to the delivery of the Scottish Government STEM strategy. Due to the complexity (large geographical size and rural nature) of the Highlands and Islands we have developed, a workable model as illustrated below recognizes three tiers of activity.

1. Regional Highlands and Islands STEM Partnership (HISP)
2. UHI Satellite STEM Leads (SSL)
3. Local STEM Partnerships (based around FE Colleges)

1. The Highland and Islands STEM Partnership (HISP) is a strategic collaborative that advises on, supports, and promotes Science Technology Engineering Math's education opportunities from our partners across the University of the Highlands and Islands region. The HISP champions excellent STEM learning, teaching, and opportunities, from early years, through primary and secondary schools, to Further and Higher Education and beyond. The HISP supports planning to ensure that all learners across the Highlands and Islands are given the opportunity to develop STEM pathways, with a clear focus on equalities and the challenges of rural and remote learning. HISP members identified that a key development is the interpretation and use of STEM Data on pupil intensions, school enrolments and demographics trends in STEM subject entrants at schools, colleges, and university to support labour market insights and forecast future trends.



2. The UHI Satellite STEM Leads (SSL) is an internal UHI group with a membership from across the partnership including executive office teams linked with STEM including school's recruitment, Faculty of Science, Health & Engineering Subject Network Leads, and the nominated STEM representatives from UHI academic partners (APs). The SSL group provides a critical link between regional strategy focus and local based satellite STEM partnership groups. The STEM Coordinator (Outreach) will be a critical link between SSL and local STEM Partnerships by in actively leading or by supporting/facilitation of their local STEM partnership groups in whatever form that they take.

3. Local STEM Partnerships have developed at variable rates were impacted by the pandemic and local capacity. Our ambition is to develop/support collaboration at local level with key stakeholders and STEM partners. Facilitating local coordination at a local level enables us to identify local gaps and create plans to address these through the local STEM partnership. These local STEM plans have the potential to leverage additional funding to support STEM initiatives by harnessing links with investment, e.g., local 'growth deals' like Moray, Argyll (Rural), and the Islands Deals.

For further information please contact Head of STEM Development at dawne.bloodworth@uhi.ac.uk

PERSON SPECIFICATION

| Criteria | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> Educated to degree level of equivalent in a STEM or related discipline. | <ul style="list-style-type: none"> Degree, Postgraduate or professional qualification in a relevant STEM area Teaching qualification |
| Experience | <ul style="list-style-type: none"> Experience as a of working in STEM engagement or science communications delivery in schools or equivalent context. Previous supervisory responsibility and/or experience of organising and delivery of STEM engagement/activities and Community events meeting agreed targets and timescales. Experience and expertise of networking/working in partnership with industry and other external agencies to promote and develop programmes of activities (ideally STEM related) Experience of leading programmes of activities to deliver agreed targets within timescales and budgets. Appropriate level of data protection, security awareness and confidentiality awareness. Ability to understand, analyse and summarise information with good IT and social media skills (including proficiency in the use of Microsoft Office, and social media tools and services including blogs and social media) | <ul style="list-style-type: none"> Appropriate experience of working in EY or primary school education Experience of working within an academic or education organisation |

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| <p>Knowledge & Skills</p> | <ul style="list-style-type: none"> • Knowledge of Scotland’s Curriculum for Excellence and familiarity with STEM curriculum expectations and outcomes • Excellent interpersonal skills in dealing with both internal academic staff, and other external stakeholders, with high standards of professionalism and diplomacy. • Ability to work and act on own initiative, as well as ability to work as part of a team to complete tasks and projects. • Ability to demonstrate excellent communication skills both orally and written, appropriate to a range of audiences, including children. • Excellent communication skills, both written and verbal with the ability to maintain accurate records and write reports | <ul style="list-style-type: none"> • Knowledge and understanding of the Highlands and Islands. • Experience of handling difficult situations in a positive and confident manner and be robust in dealing with negative outcomes • Evidence of good prioritisation and time management skills |
| <p>Personal Qualities</p> | <ul style="list-style-type: none"> • Strong attention to detail and focus on high quality work. • Commitment to evaluation and enhancement to learning and continuing personal development. • Ability to work effectively and autonomously to agreed brief. • Ability to work well within a team and to contribute to forming communities of practice. • Very well organised with a structured approach to tasks | <ul style="list-style-type: none"> • Enthusiastic, positive and ‘can do’ attitude. • Willing to seek support and advice when necessary. • Reliability, integrity, resilience, and stamina • Willingness to work flexibly. |
| <p>Other</p> | <ul style="list-style-type: none"> • Clean driving licence • Be willing to work flexible hours when necessary to meet requirements of the post. • Be willing to regularly travel on college business, between UHI centres, as required. • Commitment to support the achievement of UHI’s Sustainability Policy and Strategy 2023-30 objectives | <ul style="list-style-type: none"> • Knowledge of, or interest in, the Gaelic language and culture. |

KEY TERMS AND CONDITIONS OF EMPLOYMENT

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| Hours of Work | This post is a 0.43 FTE or 15 hours per week, but you may be required to work additional hours to meet service requirements. The normal full-time (1.0 FTE) working week is one of 35 hours. |
| Duration | This a part-time, temporary post. |
| Salary | The salary for this post is £26-28k per annum, pro-rata |
| Holidays | 33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers. |
| Location | The position will be based primarily at one of our Outer Hebrides Campus', but you may be required to work in any campus of UHI North, West and Hebrides. |
| Pension | You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment. |
| References/ Medical Assessment/ PVG Check | For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made. |

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

