The Biochemical Society Job Description for:

Job Title: Education and Public Engagement Manager
Reports to: Director of Society Programmes
Department: Education, Training & Policy
Location: Charles Darwin House, Roger Street, London

The Biochemical Society’s Education Programme aims to support the next generation of biochemists and provide opportunities for people of all ages to explore and discuss the issues raised by developments in molecular bioscience. Working as part of the Education, Training and Policy team, this is an exciting opportunity to lead our popular programme of education and public engagement events, activities and resources for students, teachers, scientists and the general public.

Key responsibilities

Public engagement:
- Develop and coordinate events, activities and resources to increase public engagement with the molecular biosciences, working in partnership with other organizations within and beyond the STEM community (for example on activities bringing together art and science);
- Develop and coordinate projects that support students and researchers to communicate their work to young people and the general public and promote wider engagement with social and ethical issues relating to the biosciences;
- Develop and maintain the Society’s public engagement volunteer list.
- Manage the Society’s attendance at public engagement events (such as science festivals) across the UK.
- Manage the Society’s Scientific Outreach Grant scheme.

Education and careers:
- Manage the Society’s activities supporting continuing professional development for school and further education teachers;
- Lead the Society’s work to facilitate experiences in industry and academia for teachers and students, including managing the Society’s popular Summer Vacation Studentship scheme.
- Maintain the Sciberbrain website (www.sciberbrain.org) and coordinate the further development of this resource.
- Manage the Society’s Science Communication Competition.
- Work in partnership with the Training Manager on the Society’s careers activities and lead on the development and implementation of careers activities and resources for school and further education audiences.
General:
• Maintain and edit the Education pages of the Society’s website.
• Write and commission regular education and public engagement articles for the Society’s Biochemist magazine and Biochemist blog.
• Work closely with the Marketing & Communications team to ensure effective promotion of the Society’s education and public engagement activities.
• Provide administrative support for the Education Committee, such as creating agendas and writing minutes.
• Administer the Education Inbox and answer email enquiries.
• Represent the Society at external meetings and events where appropriate.
• Liaise with other organizations in the sector and explore opportunities for collaborative activities in a proactive manner.
• Manage project budgets.

Person specification
Background and experience:
• A background in science and/or science communication is essential for this role.
• Candidates should have significant experience of developing and running public engagement and/or education activities and events.

Skills:
• Creative thinking, excellent organizational skills, attention to detail and an ability to multi-task.
• IT competent
• Excellent communication skills, both written and oral, with proven experience of presenting complex information in a clear and engaging way.
• Ability to engage effectively with a wide range of internal and external stakeholders at all levels of seniority
• Competent team player

Circumstances
• Ability to be flexible about working hours where required to attend events
• Ability to undertake national and/or international travel where required to attend events