Vac Ref: 2945

LIVERPOOL JOHN MOORES UNIVERSITY
Astrophysics Research Institute

Job Description

Job Title: National Schools’ Observatory (NSO) Development and Marketing Officer

Grade: 6

Salary: £27,511 - £32,816 per annum

Hours: 35 hours per week

Contract: Permanent

Location: Primarily based in the Astrophysics Research Institute (ARI), Liverpool Science Park. Staff may be asked to work in any location within the university

Reporting to: NSO Project Manager (Dr Sally Cooper)

Job Summary:

(i) Lead the NSO teacher training program
(ii) Be the lead teacher network developer (UK and Ireland)
(iii) Devise, develop and evaluate educational materials for use by the NSO (and partners)
(iv) to support the marketing and fundraising efforts of the NSO, and
(v) to coordinate some Public Engagement and Widening Participation activities for NSO, ARI and LJMU

Duties:

- Lead the creation and delivery of online educational resources for the NSO. Development of astronomy related projects and workshops that use data from the Liverpool Telescope, along with the associated user instructions, data, presentations, pupil and teacher worksheets and website content.

- Lead the teacher professional development activities of the NSO. To act as an advisor and/or collaborator to teachers by designing activities and providing content knowledge of STEM and the NSO. NSO teacher training may include face-to-face and online activities, and should be designed to provide teachers with knowledge, resources and support in using the LT for educational purposes. Activities will be
directed towards teaching of curriculum-related aspects of astronomy in the classroom at both primary and secondary level.

- Maintain and establish new teacher relationships building on the NSO network of stakeholders including schools, colleges, youth and community groups and other external organisations.

- Maintain excellent knowledge of STEM education and the skills agenda, including appropriate regional issues, challenges and opportunities.

- To lead or support the coordination and delivery of internal and external events such as the Primary Christmas Lecture.

- To support the fundraising efforts of the NSO by contributing to proposals, grants and awards.

- Coordinating or delivering special projects as a result of successful funding bids.

- To coordinate with the NSO Manager to monitor a specific budget.

- Coordinating and supervising volunteers and/or team members at events.

- To represent the NSO at internal and external meetings and conferences as appropriate.

- To support the Marketing Officer with the marketing and promotion of the NSO and LJMU to schools, stakeholders and general public throughout the UK and internationally via various forms including news items and social media.

- Contribute to the assessment of current and recently developed NSO activities and tools through a formal process of evaluation. Use appropriate evaluation methods to produce accurate, clear reports for key stakeholders.

- To take responsibility for some ARI Public Engagement and LJMU Widening Participation activities where appropriate.

- To adhere to strict safeguarding, health and safety and data protection procedures, in particular in relation to working with children and young people.

- Any other duties commensurate with the grade as deemed necessary by the NSO PM, Director, Head of Department or Faculty Dean.
**Person Specification**

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

### Essential Factors

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<tr>
<th>Factors</th>
<th>Minimum Requirements</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>Educated to at least degree standard (or equivalent) in an appropriate STEM subject</td>
<td>2:2 or higher degree in a relevant subject area &lt;br&gt;Teaching qualifications are also accepted</td>
<td>Certificate</td>
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<tr>
<td>Experience in delivery of school level education (formal and/or informal)</td>
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<td>Assessed at interview</td>
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<td>A keen interest in astronomy and education</td>
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<td>Assessed at interview</td>
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<td>Willingness to travel within the UK and internationally and occasionally work at the weekend or evening</td>
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<td>Assessed at interview</td>
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<td>Fluent in written and spoken English</td>
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<td>Assessed at interview</td>
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<td>Ability to work effectively as part of a small, friendly team, whilst also having the ability to make progress under their own initiative.</td>
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<td>Assessed at interview</td>
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### Desirable Factors

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<tr>
<th>Factors</th>
<th>Minimum Requirements</th>
<th>Evidence</th>
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<tbody>
<tr>
<td>Educated to degree level in an appropriate STEM subject</td>
<td>2:1 or higher degree</td>
<td>Certificate</td>
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<td>Have a working knowledge of MS Office</td>
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<td>Assessed at interview &lt;br&gt;Qualification certificates</td>
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<td>Experience of developing online and multimedia resources</td>
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<td>Assessed at interview &lt;br&gt;Portfolio of work &lt;br&gt;Qualification certificates</td>
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<tr>
<td>Experience in the marketing and promotion of educational projects</td>
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<td>Assessed at interview &lt;br&gt;Portfolio of work</td>
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<td>Experience of customer/user support</td>
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<td>Assessed at interview</td>
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<tr>
<td>Experience of classroom teaching and/or delivering professional development training</td>
<td></td>
<td>Assessed at interview &lt;br&gt;Portfolio of work</td>
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Benefits of working with us

**Annual leave:** allowance of 30 days (for grade 3-7 staff) and 35 days (for grades 8 and above) plus 8 public holidays.

**Pension:** access to a generous defined benefit pension scheme.

**Travel:** various interest free travel loans for annual season tickets, cycle to work scheme and reduced-rate city centre car parking.

**Flexible working:** maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible.

**Health and wellbeing:** we offer counselling and advice services, a voluntary dental plan option and free off-peak gym membership to help you keep fit.

**Professional development:** our Leadership and Development Foundation offers ILM recognised leadership and management support, mentoring, 1 to 1 coaching and a wide range of professional development courses. We take career progression seriously and encourage all staff to maintain their continuous professional development. There are opportunities to take part in accredited qualifications in Education and Training (CIEH), Leadership and Management Development (ILM), Developing Professional Practice (SEDA) and online ITQs accredited by the British Computer Society (BCS).

**Community:** there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in groups such as LJMU Together which recognises the contribution of our lesbian, gay, bisexual, and transgender staff and students, Disability Equality Group and Culturally Diverse Group. There is also an opportunity to give to charities through the Payroll Giving scheme.

**Benefits Plus:** in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services, free off-peak gym membership and free or discounted tickets to a range of events.