



In2careers Officer

Salary: £25,000 - £30,000 per annum

Length of Contract: Permanent, Full Time

Start date: ASAP

Location: Remote with occasional face-to-face meetings in the UK

Reporting to: Danielle Knight, In2careers Manager

Direct reports: None

About us:

In2scienceUK's aim is to promote social mobility and diversity in science, technology, engineering and maths. We do this by leveraging the skills and passion of researchers and STEM professionals to support young people from low socio-economic backgrounds to achieve their potential and progress careers in STEM.

We are in a pivotal moment of our development. With a new CEO joining in 2021, six new Trustees on our Board and a new five-year strategy launched in 2022, we are set to grow in size and profile. The team is dedicated, passionate and enthusiastic about empowering young people.

What we are looking for:

As the In2scienceUK In2careers Officer, you will be someone who enjoys working with young people and has an understanding of the barriers facing young people from low socio-economic backgrounds to access higher education and STEM careers.

We want to hear from people who can passionately represent the interests of the diverse young people that we serve. We are not asking for particular qualifications. We don't care what school you went to or what your parents do for work. We care about your character, your skills and potential. If you can turn strategic aims into impactful programmes and can see yourself making an impact in our organisation, we want to hear from you.

This role is a career accelerator. At In2scienceUK we are champions of people and we are here to support you to achieve your career goals - however ambitious they may be.

Duties and responsibilities:

This role sits within the development team but has strong links across the organisation and especially with the Programmes Team. This role has elements of fundraising mixed with programme delivery and will suit someone who can get excited about programme development and delivery as well as building lasting partnerships with key funders.

Your specific duties will include:

Programme Development and Delivery

- Evaluating current activities and developing new ideas and initiatives for the Programme including developing new partner relationships.
- Developing and delivering the ongoing peer to peer mentoring programme
- Online and in person event development, management and delivery, including careers fair and networking events
- Creating monthly newsletters, blog articles and other communications to young people
- Managing and moderating the In2careers platform and LinkedIn account
- Maintaining up to date records through the programme's database
- Working closely with the In2scienceUK data team for evaluation purposes
- Managing the evaluation of the programmes in collaboration with the operations team
- Communicating In2careers activities to the wider team
- Supporting team members to create reports and other In2careers data related activities.

Alumni Committee Management

- Initiating and organising regular committee meetings and supporting the committee chair
- Managing the process of electing new committee members
- Engaging committee members in new project development

Partner Relationship Management

- Maintain relationships with partners to deliver against agreed activities
- Develop new relationships with relevant partners to provide support or resource for In2careers participants.
- Administrative activities with focus on evaluation

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

Person specification:

Essential:

- IT skills: competent user of Google Suite, Word, Excel, Canva, Powerpoint, Gmail, newsletter and software and databases, Alumni online platform.
- Ability to write clear, accurate and appealing text for different audiences
- Project management
- Excellent verbal presentation skills.



- Experience of developing or delivering alumni programmes or career development programmes
- Experience of developing and delivering events and workshops, particularly online
- Experience of developing and maintaining strong working relationships with internal and external partners
- Excellent communication and interpersonal skills that adapt to a range of audiences.
- Highly organised and efficient, able to prioritise tasks and be persistent
- Show respect, humility and discretion in working with others
- Responds to situations calmly, flexibly and appropriately, displaying resilience particularly when faced with challenges
- Can work to a deadline
- Can work independently and collaboratively

Desirable:

- Experience of working with a committee
- Experience of working with young people, universities and/or STEM employers
- An understanding of social and economic barriers that prevent some young people from progressing to higher education and STEM careers.
- Knowledge and understanding of the STEM sector, including higher education and industry.
- Knowledge of career development, advice and support
- Knowledge of administering an online alumni platform

Benefits:

At In2scienceUK we practise what we preach by giving all staff opportunities to progress in their careers. You will have the opportunity to develop your own bespoke training and career development plan with guidance from your line manager to get you to the next level from day one.

Although we take our career development seriously we also value work life balance. You will have the opportunity to work flexibly from home, balancing your caring responsibilities, volunteer commitments, hobbies and anything else that makes you happy.

You will have 28 days of annual leave per annum, plus bank holidays.

Commitment to Safeguarding

In2scienceUK is committed to our responsibilities for safeguarding and promoting the welfare of children, young people and vulnerable adults as outlined in Working Together to Safeguard Children. We are committed to recruiting candidates who share this commitment to safeguarding, and therefore we apply robust recruitment and selection procedures to ensure that the people selected are right for the job, and that all candidates are appropriately screened prior to appointment.



The following pre-employment checks will be undertaken as applicable:

- References
- DBS check and/or Overseas criminal records check where applicable
- Self-Disclosure
- Identity check
- Right to work in the UK
- Evidence of qualifications applicable to the role
- Confirmation of registration with applicable registered body where applicable

Many of our roles involve working with children and we will therefore take up references prior to your appointment. You should provide details of referees including your current and previous employers, covering the last 5 years. Your current or previous employer will be asked about disciplinary offences relating to children, if the role involved working with children, including any in which the penalty is time expired. We will also ask if you have been the subject of any child protection concerns and if so, the outcome of any enquiry or disciplinary procedure.

Application procedure:

Please apply to the role via Charity Jobs by uploading your CV (2 pages maximum) and a cover letter (2 pages maximum). Please use your cover letter to demonstrate how you meet the competencies outlined above. We will be reviewing applications on a regular basis and may close this job advert early if a suitable candidate is found so we encourage you to apply early.

For more information about the role please contact Danielle Knight, In2careers Manager - d.knight@in2scienceuk.org

Applications close on Sunday 4th August 2024 at 10:00 PM. Interviews will be held online week commencing 12th August 2024.