



Development Officer

Salary Range: £25,000- £30,000 per annum

Length of Contract: Permanent, full-time contract

Start date: ASAP

Location: Remote

Background /Summary

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 to degrees and careers in STEM.

What we are looking for:

We are looking for a motivated and enthusiastic individual who has excellent written and verbal communication skills to be part of our ambitious fundraising team. You'll have some experience in forming partnerships and or generating leads through targeted content.

Background to the project:

The Development Officer role is an exciting role which will enable the delivery of an expanded programme in 2024 and beyond.. Your main responsibility will be leading our partner outreach for the continued growth of in2scienceUK. Industry engagement is key for the continued expansion of our new In2careers programme. This programme supports young people on their social mobility journey by removing barriers and creating opportunities.

Your specific duties will include:

Planning and strategy

- Identifying corporate partners
- Helping shape our corporate strategy and offer
- Driving corporate engagement
- Overseeing the development of new partnership marketing content
- Reporting and disseminating project outcomes
- Maintaining and managing our funders database (Salesforce)

Delivery

- Formulate high quality fundraising materials to engage new funders.
- Manage and support current major relationships
- Attend meetings to ensure key stakeholders remain updated and engaged in our work
- Generate relevant content for the In2careers platform
- Represent In2scienceUK at events as appropriate, particularly local business networking groups and events involving local universities, research institutes and science societies.

Communications and teamwork

- Play an active role in the In2scienceUK team, and across the organisation as a whole, upholding In2scienceUK's values and behaviours and fostering good working relationships and enhanced communications with colleagues.
- Understand and comply with charity law and Fundraising Code of Practice with respect to corporate fundraising.
- Keep abreast of CSR commercials and not for profit news and events including fundraising tools and skills development.
- Track, analyse and report upon performance using agreed performance measures. This will include summary reports on accounts.
- Maintain confidentiality at all times and ensure proper observance of and adherence to all In2scienceUK's policies and procedures.
- Take responsibility for personal administration and efficient organisation of all activities.
- Other relevant duties as determined by the line manager.

Person Specification

Essential

- Hardworking and enthusiastic
- Experience of income or lead generations
- Ability to build and develop effective relationships with partners at all levels
- Excellent verbal and written communication skills
- Ability to write clear, accurate and appealing text for different audiences including marketing materials
- Be able to write marketing material and press releases
- Highly accurate with a strong attention to detail when handling information
- Strong interpersonal and relationship building skills
- Ability to work to tight deadlines
- Ability to work with external partners and manage relationships.

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.

In2scienceUK is a remote based organisation, that requires occasional travel across the UK for events and staff co-working days.

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 via Charity Job by uploading your CV (2 pages maximum) and a cover letter (2 pages maximum). Please use your cover letter to demonstrate how you meet each of the Person Specification competencies outlined above.

The deadline for applications is 11:30 pm on Thursday 25th April 2024. Applications will be reviewed as they are received so an early application is advised.

Please note, this advert may close earlier than the indicated deadline.

For more information on the work we do please visit our website at www.in2scienceUK.org

For an informal discussion about the post, please contact Ty Watson by email ty@in2scienceuk.org