



JOB DESCRIPTION

Job title	Outreach Officer (Festivals)
Unit	Salters' Institute Education Team
Location	Salters' Hall, 4 London Wall Place, London, EC2Y 5DE with UK travel necessary on occasion
Salary	£25,000 - £29,000 (full time equivalent)
Hours	Full-time
Contract type	Fixed Term – Until 30 September 2025
Reporting to	Head of Education
Additional information	This vacancy requires an enhanced DBS check including a Children's Barred List check.

The opportunity

We are looking to appoint an Outreach Officer to support the implementation of educational programmes within the Salters' Institute of Industrial Chemistry. This primarily includes assisting with the planning and delivery of a series of chemistry taster days at universities as part of our Festivals of Chemistry programme, as well as supporting other Company and Institute activities as required.

Company and Institute overview

First licensed in 1394, The Salters' Company has its origins in the salt trade of medieval London. This later developed to a commitment to chemistry and, more broadly, science education. The Salters' Institute of Industrial Chemistry, a charitable organisation within the Company, was founded as a response to the education of soldiers returning from WW1. Since 1918 the Institute has established a reputation for excellence, working with a range of partners including the Royal Society of Chemistry, universities and chemical industry. The Institute's influence stretches across the world. Its aims are clear: to promote the appreciation of, and interest in, chemistry and the related sciences amongst young people and to encourage chemistry-based careers. The Salters' Institute delivers numerous initiatives including its Festivals of Chemistry, an online Chemistry Club, and a programme of Awards.

The role

The Outreach Officer, reporting to the Head of Education, will have responsibility for supporting and implementing the Festivals of Chemistry programme in collaboration with an Industry Partner. The role comprises of supporting the organisation and delivery of in

person science outreach events. This includes the day-to-day management of communications with schools, educators and external stakeholders such as universities and industrial partners. The role will include some travel and overnight stays within the UK. The Outreach Officer will also support with the collecting and analysis of evaluation data. The role of Outreach Officer sits in the Education Team, which currently has 3 members in total.

The role is advertised as full time, but we would consider part time down to 0.6 FTE. Please mention in your application if you would like to be considered for part time working.

Benefits

- 25 days holiday per annum plus Bank Holidays (pro rata)
- Pension – matched with employer contribution (10%)
- Private medical insurance
- Critical illness cover
- Life insurance cover
- Agile working in line with our hybrid working policy
- Interest free season ticket loan

Responsibilities

1. Support the planning and delivery of outreach activities within the Education strategy, particularly the Festivals of Chemistry programme.
2. Facilitate and encourage the involvement of schools in Festivals and other activities, ensuring excellent communications throughout and acting as their main point of contact.
3. Assist in the delivery of in-person chemistry taster days at Universities across the UK.
4. Contribute to monitoring and evaluation through creative data collection (e.g. interviews, storytelling) in addition to traditional methods.
5. Input evaluation data to ensure our measurements of success are effectively detailed and our impact clearly evidenced.
6. Liaise with and act as a point of contact for external partners including other educational institutions (schools and universities), industry partners, and charitable organisations.
7. Maintain good record-keeping and support the budgetary reporting of the Programme Manager.
8. Any other duties as may be assigned from time to time by the Head of Education.
9. Following the Salters' Company Group safeguarding policy and procedures at all times.

Additional security pre-employment checks

A satisfactory Enhanced Disclosure and Barring Service (DBS) check including Children's Barred List check due to regulated activity involving children.

Person Specification

	Essential	Desirable
<p>Experience and qualifications</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent. • Experience working or volunteering in outreach or events • Experience of working with young people • Experience of working as part of a team. • Experience of using social media or other channels to promote events and programmes 	<p>✓ ✓ ✓ ✓</p>	<p>✓</p>
<p>Knowledge</p> <ul style="list-style-type: none"> • Confident using Microsoft Office. • Understanding of STEM and educational pathways at secondary level. • Awareness of the barriers faced by young people from historically under-represented groups in chemistry and the related sciences 	<p>✓</p>	<p>✓ ✓</p>
<p>Skills</p> <ul style="list-style-type: none"> • Strong communication skills, especially writing, editing and proofreading, with ability to write for, and make presentations to, a range of audiences including children. • Excellent organisational skills with the ability to prioritise work in order to meet competing deadlines. • Excellent interpersonal skills, with the ability to liaise with internal and external stakeholders. • Excellent attention to detail. • Good administrative and support functions. 	<p>✓ ✓ ✓ ✓ ✓</p>	
<p>Attributes</p> <ul style="list-style-type: none"> • Interest in, and commitment to the values, vision, aims and objectives of the Institute. • A flexible and adaptable approach to work. • Ability to work independently when required and find innovative ways of solving and or anticipating problems. • Positive attitude to teamwork, collaborative working and inclusivity. • A passion to work with, and for, young people to inspire and encourage learning. • Keen willingness to learn and develop your skillset. • Commitment to equality and diversity. 	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	
<p>Other</p> <ul style="list-style-type: none"> • Ability to satisfy an enhanced DBS check including Children's Barred list check. • Willingness to travel within the UK, including some overnight stays. 	<p>✓ ✓</p>	

• Interest in and knowledge of the current issues surrounding science education and outreach.		✓
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How to apply:

Please submit a CV and a Cover Letter detailing how you meet the criteria in the Person Specification.

For enquiries about this role please contact Liam Thomas – education@saltersinstitute.org

Deadline:

Applications will be reviewed on an ongoing basis with the final deadline being **Sunday 9 February 2025 at 11.30pm**. Interviews will take place on **Wednesday, 19 February 2025** at Salters' Hall in London.

We reserve the right to close the application early.

Start Date:

This role has a start date on or as close to **3 March 2025** as possible.

Overseas candidates will NOT be considered for this role. We are not sponsoring Visa's at this time, so please refrain from applying unless eligible to work in the UK.