

**THE UNIVERSITY OF MANCHESTER**

**PARTICULARS OF APPOINTMENT**

**LIBRARY & CULTURAL INSTITUTIONS**

**MANCHESTER MUSEUM**

**LEARNING AND ENGAGEMENT TEAM**

**SECONDARY AND POST 16 SCIENCE COORDINATOR**

**VACANCY REF: CIX-016959**

**Salary:** Grade 5, £27,511 to £31,865 pro rata, per annum

**Hours:** 0.4 FTE 14 hours per week

**Duration:** Fixed term asap until end July 2022

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Name: Hannah-Lee Chalk

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**Working with:** Learning and Engagement team, Curators, Conservators, Visitor Team, Teachers, School and College students, Widening Participation Team, University of Manchester Researchers and Post-graduate students, and external agencies.

**Main purpose of job:** To develop, test and deliver new secondary and post-16 science resources and programmes using the Museum's collections and in line with our values and mission, to support interactive, imaginative, inspiring and research-based learning at the Museum, off-site and online.

**Overall purpose of the job:**

To develop and coordinate science programmes and resources for secondary schools and colleges, using the Museum's collections as a starting point for Museum-based, off-site and online learning. To ensure that these programmes are evaluated to a high standard and reflect the Museum's mission and values, and respond to the University-wide Widening Participation agenda.

**Key responsibilities, accountabilities or duties:**

- Working with colleagues, you will undertake a range of duties commensurate with the grading and responsibility of the post, which include the following:
- To work with staff from the University's Science Faculties to develop, coordinate and deliver secondary and post-16 workshops, gallery sessions, outreach and online resources linked to the Museum's collection
- To effectively evaluate the secondary and post-16 science programme and review this programme and related policies in conjunction with the Learning Manager and Head of Education and Civic Engagement in the context of changing priorities and performance, including Widening Participation and legal, health and safety issues.
- To develop and deliver training to postgraduate demonstrators, school teachers and colleagues.
- To develop appropriate procedures for booking and payments, as appropriate
- To collect and report data for the Museum, Widening Participation and other funding/external bodies.
- To liaise with Visitor Team, postgraduate demonstrators and curatorial staff in the day-to-day running of gallery sessions and events.
- To maintain and develop partnerships and links with key regional FE colleges, 6th Forms and secondary schools and teachers
- To raise awareness, regionally and nationally of the secondary and post-16 science programmes at Manchester Museum.
- To actively contribute to the Museum's public programmes
- To undertake such other duties, as requested by the line manager, consistent with the responsibility and grading of the post.
- To undertake professional development, where necessary.
- To practice the distinctive values of Manchester Museum

**Person Specification**

**Essential Knowledge, Skills and Experience:**

**Education / Training:**

- A degree (or equivalent) in an area of science related to the Museum's collections
- A teaching or further qualification or experience developing and delivering science-based training, ideally in a museum or gallery environment

**Experience:**

- Recent experience of working in a leading role in secondary and post-16 Science education, especially in a museum or gallery setting

- Experience of developing and delivering interactive, practical workshops to this age group
- Experience of evaluating and reporting learning initiatives
- Experience of working with a variety of ages and abilities in a formal or informal setting
- Experience of working with teachers.
- Recent experience working in partnership with academics and scientists.

**Knowledge / Skills:**

- Knowledge of and familiarity with the secondary and post-16 science curriculum
- Excellent oral and written communication skills, together with creativity in generating new partnerships, projects and programmes.
- Excellent organisational, time management, and planning skills
- Strong IT skills and a commitment to the use of IT
- An active interest in and commitment to science subjects and their wider applications in society
- Commitment to the social purpose of museums and an awareness of the nature of a University museum in the context of its links with higher education and the wider community.
- **This post is subject to appropriate DBS Clearance.**