



[www.aberdeensciencecentre.org](http://www.aberdeensciencecentre.org)

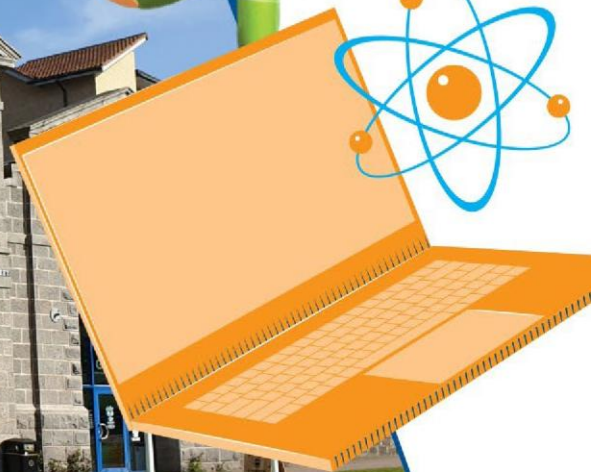
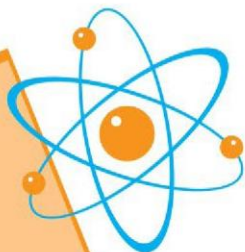


# Public Programme Coordinator

Closing Date: Friday 3<sup>rd</sup> October, 12 noon

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# Unleash the **power** of curiosity at Aberdeen Science Centre

## Welcome!

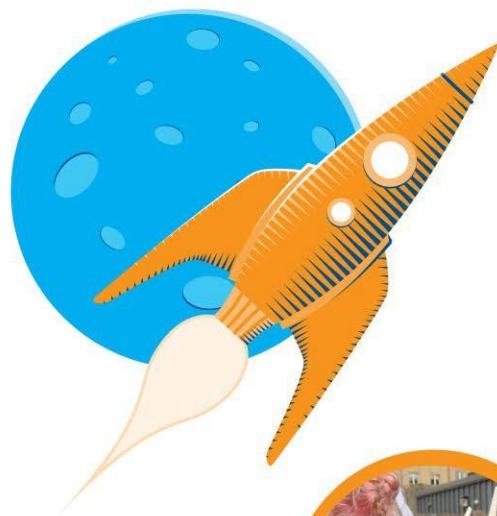
Thank you for your interest in joining our hardworking and passionate team at Aberdeen Science Centre. We are proud to offer the opportunity to work in a newly refurbished, modern and spacious centre with more than 60 interactive exhibits, a busy schools and community outreach programme, corporate spaces and plenty of opportunities to get hands on with STEM (Science, Technology, Engineering and Maths) engagement!

This pack will walk you through everything you need to know, including:

- The job description and the kind of skills and experience we're looking for
- Our new centre and all its facilities
- Opportunities for your career development
- The benefits and remuneration package we can offer
- A few words from our team

If you have a passion for science and STEM education and are keen to inspire others and make a lasting impact, we can offer you rewarding, interesting and varied work and the chance to develop your own career path.

We would love to hear more about what you can bring to Aberdeen Science Centre and help us to Unleash the Power of Curiosity!



## All about us

Aberdeen Science Centre is an inspirational, exploratory visitor attraction close to Aberdeen's beachfront. We are committed to inspiring a lifelong interest in science by creating engaging, fun, informative and educational experiences for everyone who comes through our doors.

Established in 1988 and a registered charity, Aberdeen Science Centre has played a significant role in STEM and interactive discovery across the region and was the first science centre to open in Scotland.

In late 2020, Aberdeen Science Centre reopened its doors at Constitution Street, following a major £6million redevelopment project. The revamp allowed us to create six exciting zones for visitors – Space; Energy; Test It; Make It; Life Sciences; and a special under-6s area for our littlest scientists.

We also have a Shell Learning Zone with meeting spaces which can be used for corporate events for up to 250 guests as well as in-house training sessions.

We brought in more than 60 new exhibits (and a few old favourites!) including our friendly humanoid robot, RoboThespian, who loves to sing and chat, and the OPITO Theatre of Energy, an immersive experience which challenges visitors to find the right mix of energy sources.

We have an on-site café run by Grub, as well as a small garden, office and recreation space and free parking.

The refurbishment was made possible by funding and support from the Inspiring Science Fund – a partnership between the Department for Business, Energy and Industrial Strategy (BEIS), UK Research and Innovation (UKRI) and Wellcome – and with additional funding from Opportunity

North East (ONE) and Aberdeen City Council.

Maintaining our valued corporate partnerships is a vital part of our day-to-day work and extra support from our partners, including OPITO, Shell, Equinor, bp, The Robertson Trust, TAQA and CNOOC, allows us to deliver quality programmes, workshops and events for schools, community groups and others.

Our Education and Learning team runs a number of STEM, coding and engineering clubs for youngsters and there are always opportunities for staff to get involved!

We strive to be one of the only five-star attractions in the North-east of Scotland and the go-to STEM education resource locally. We share best practice with other science centres as part of our membership of the Association of Science and Discovery Centres and our network of centres here in Scotland.

This is an exciting time to be working in the field of STEM as the energy industry transitions away from finite resources to renewable sources of energy - and we are big on digitalisation and harnessing technology to create memorable experiences!

The future's bright. Play your part and use your valuable skills to make a genuine difference.





## Job description

We are looking for a Public Programme Coordinator to work in our main office.

**Salary:** £21,955.50

**Reports to:** Visitor Experience Manager

**Contract:** Permanent

**Hours:** 30 hours per week; 4 days from 7.

Weekend and evening work will be essential, with a minimum of 4 weekend days per month.

### Main Purpose of Job

The Public Programme Coordinator will work with our team of Coordinators to plan, develop and deliver high quality STEM learning experiences for our public audiences (families, young people and adults). This includes creating new, innovative ideas for funded opportunities and increasing revenue through ticket sales.

You will work closely with the marketing team to promote events, support the development of campaigns and video content which will be share via social media and our website.

The Public Programme Coordinator will work with the Visitor Experience Manager and Head of Fundraising to write funding applications, collect and analyse visitor feedback and complete funding reports.

A key role from the Public Programme Coordinator will be motivating, line managing and supporting our team of STEM Communicators.

The post holder will be expected to work flexibly within the team, evening and weekend work will be essential. Whilst not essential, a full valid driver's licence and access to a reliable car would be desirable.



## Main Duties and Responsibilities

- Develop, coordinate and deliver a wide range of STEM activities for audiences of all ages including families, young people and adults.
- Be an active member of our programme team, creating new and innovative ideas that help us develop our offering in fun and interactive ways and to increase our reach (audiences and geography).
- Develop and refresh our birthday party programme to increase bookings, revenue, and maintain visitor satisfaction.
- Support, line manage, motivate and coordinate training for the STEM Communicators including appraisals, peer review and feedback opportunities.
- Deliver and document training on the public programmes to all relevant staff.
- Work in partnership with the marketing team to promote events, supporting the development of campaigns and responding to enquiries to secure bookings.
- Communicate effectively, both orally and in writing, with ASC's stakeholders including supporting the Fundraising Team with writing proposals and reports.
- Develop, collect and analysis evaluation and feedback for funding reports.
- Monitor programme budgets and expenditure to ensure effective use of resources.
- Act as Duty Manager when scheduled, with full responsibility for site operations on allocated days.
- Ensure all activities are safe, inclusive, and accessible, in line with Health & Safety and safeguarding guidelines.
- Liaise with industry and academia to incorporate new research and discoveries into learning experiences.
- Any other duties as deemed appropriate and reasonable.

## All Science Centre staff are expected to:

- Perform their own general clerical duties including, but not limited to, typing, copying, mailing and filing.
- Ensure all current legislation including, but not limited to, GDPR and Health and Safety is followed at all times.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Consider the day-to-day environmental impact of their work and act to reduce accordingly i.e. turn off unwanted lights, reduce paper usage, etc.
- Follow any other reasonable duties as assigned by their line manager or Chief Executive.
- To attend conferences and other learning opportunities as required.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties as may reasonably be required of you in the post mentioned above.

Aberdeen Science Centre reserves the right to amend the Job Description in consultation with the employee. Aberdeen Science Centre pursues a policy of equal opportunities in the appointment and promotion of staff.





# Person specification

Do you have the skills, experience and enthusiasm we are looking for?

## Essential Competencies

- Educated to Scottish Higher level or experience working in a STEM related field
- Track record of developing and delivering educational activities
- Ability to learn new technologies and deliver staff training on new initiatives
- Strong and proven organisational and planning skills
- Ability to communicate enthusiastically both orally and in writing and adapt to a variety of audiences
- Ability to complete tasks with minimal supervision, thriving on using your own initiative and proactively solving problems
- High regard for customer care and service
- Great team player with the ability to contribute to shared objectives
- Willingness to be flexible on hours, with regular evening and weekend work required

## Desired Competencies

- BA/BSc (Hons) in a STEM or Education related course
- Full valid driver's license and access to a car

## How To Apply

To apply for this position please send a CV and Covering Letter outlining your suitability relative to the Job Description & Person Specification to: [recruitment@asc.scot](mailto:recruitment@asc.scot) or to: Recruitment, Aberdeen Science Centre, 179, Constitution Street, Aberdeen, AB24 5TU

## Closing date for applications

Friday 3<sup>rd</sup> October, 12 noon

Interviews will take place on Thursday 16<sup>th</sup> October at Aberdeen Science Centre



## Come and join us!

We'd love for you to be part of our dedicated team. Here's what some of our colleagues have to say about working at Aberdeen Science Centre.

Aberdeen Science Centre has a great culture which is both supportive and collaborative. Senior management's belief in the team and genuine will for you to develop and grow makes each project enjoyable, knowing you have their support.

I just love engaging with people and watching their surprised faces after a cool, creative activity!

The staffing structure means we get to work with different members of the team, giving you the opportunity to learn every aspect of the company. Through this atmosphere we end up accomplishing more together.

I love seeing the impact our work has on young people and in the wider community - even a short walk through the centre shows the positive interactions people are having with STEM.

It's a fun place to work with great learning opportunities and really friendly, enthusiastic staff.

I've developed many new skills, from delivering and developing workshops to coordinating events and working with community partners and I've been allowed the freedom to develop according to areas of interest. Working at Aberdeen Science Centre is fun and fast paced but also a great place for personal development.

It's so rewarding to know that the work you're doing is contributing to the charity to inspire an interest in science, whether that be in the centre itself, in schools or the community.

If you want to work with an organisation that cares about its people and like the idea of working with a purpose-driven charity, then join us at Aberdeen Science Centre.

The diverse activities we do at Aberdeen Science Centre means no two days are alike.



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Aberdeen Science Centre is a Scottish Charity, SC014922,  
regulated by the Scottish Charity Regulator (OSCR)