

# STEM, Skills and Outreach Officer;

## Job Description.



Cwmni Prifysgol Bangor  
A Bangor University Company

### Menai Science Park Ltd

*The aim of the park is to deliver economic impact for the region. The vision is “to develop, nurture and promote an advanced, relevant, & sustainable Science Park to serve the people & economy of North Wales, propelling the region into the future and growing the economy.”*

<b>Job Title</b>	<b>STEM, Skills and Outreach Officer</b>
<b>Responsible To</b>	Outreach and Community Manager
<b>Location</b>	Based at Menai Science Park (M-SPARC) M-SPARC Hot Desking and Co Working Locations. Travel across North Wales
<b>Hours of Work</b>	<b>Monday to Friday</b> 37.5 hours a week, however M-SPARC is open to discussing this role as a part-time option should the candidate wish to do so. Networking events, workshops and seminars, evening events and travel mean that the flexibility to work additional hours is essential.
<b>Salary</b>	<b>£31,000-£35,000 + Expenses</b>
<b>Term</b>	Until September 2025 in the first instance

### Making A Difference.

This is an exciting prospect and excellent career opportunity to work for the first dedicated Science Park in Wales and along-side and in partnership with Bangor University. You will be contributing to the success of a company recognised by the Welsh Government as a key economic driver and a magnet for the region. You will work as part of a small team dedicated to improving the prosperity of the people of North West Wales. This is an opportunity to make a real impact.

M-SPARC (a wholly owned subsidiary of Bangor University) is a Science Park aimed at supporting knowledge led enterprises and projects to grow and succeed. Further details can be found on our website [www.msparc.com](http://www.msparc.com) and on our social media channels.

Crucially this role is central to the delivery of our Strategic Objectives:

- Deliver quantifiable economic and social benefits to North Wales.
- To be economically, culturally, and environmentally sustainable.
- To be recognised in Wales as leaders in innovation.
- To nurture innovative ideas from concepts to market.
- To enhance the reputation of North Wales as a location where innovative science and technology focused businesses can flourish.
- To promote a culture of enterprise, supporting startups and spin-outs and keeping larger businesses innovative and fresh.
- To provide new employment opportunities for skilled workers.
- To provide a positive future for the young people in the region to be proud of and aspire to.
- To continue with our energetic, vibrant and exciting journey taking our partners and stakeholders on the journey with us.



## **Purpose of the Job**

M-SParc works to support the creation of well-paid careers, and to this end we are supporting the upskilling of young people, people looking for a career change, and graduates looking for work experience. This is an exciting opportunity to help bridge the region's skills gap and work to support more people to achieve careers in science, technology, and creative digital sectors.

The role includes leading on the delivery of STEM workshops, delivering and developing on Sgil-SParc – our programmes designed to upskill children and young people - and supporting outreach projects such as M-SParc #OnTour. The candidate will be flexible enough to support other projects at M-SParc not relating to STEM or Skills, so the need to be a 'team player' is essential, as well having digital skills. Digital skills the ability to learn or to already be able to provide workshops in digital, such as coding, programming, and animation.

## **Main Duties and Responsibilities;**

- Delivering and adapting a dedicated programme for primary and secondary schools, mapped against the new curriculum for Wales, upskilling young people in Digital and Engineering.
- Assisting in the delivery of 'STEM' events for children by ensuring schools are aware of and engaged with the opportunities provided by M-SParc. This includes initiatives such as Clwb Sparci and SgilSParc – events to compliment and build on classroom teaching, providing an engaging and inspiring opportunity for children and young people in north Wales; the workforce of the future!
- Supporting development of these programmes, in particular the Digital strands, ensuring they are exciting and engaging as well as responding to the skills gap and needs including the new curriculum for Wales. This includes coding and programming, animation and graphics. (Note this is programming at an educational level).
- Able to teach and convey information appropriately to the audience; the pedagogical element of the role will be essential to ensure children really benefit from the programmes, in particularly secondary school pupils.
- Supporting 'STEM' activities at the #OnTour locations, including leading on delivery of workshops where appropriate.
- Using initiative and skills to identify areas where you can add value to the team, in particular to inspire young people in the region and ensure we support tenants in having a pipeline of skilled and bright local people to take on available careers.
- Ensure young people and graduates see M-SParc as a positive, engaging, and approachable space where any age group can attend events and want to return.
- There is also the opportunity to work in the Ffiws makerspace, learning how to use the equipment, and delivering training to others, supporting them to create prototypes and experiment, as well as the potential to use these skills in STEM workshops.
- Above all, the candidate will be ready to work in a varied workplace, where new challenges are presented and opportunities to learn and take part in activities outside the scope of work may be required to drive the company forwards.

## **Other**

- The officer will support the marketing team by ensuring any workshops are planned and marketed in order to gain attention and sign-up.

- Have a working knowledge on how to engage with young people and be able to amend the message and tone according to the age group they are addressing.
- The candidate will have exceptional administrative skills and will drive work forwards in a timely manner.

### **General Duties**

- Taking independent decisions, within the agreed framework agreed by the Company Director, and managing their work when they are absent.
- Planning, prioritise and organise own work to achieve agreed objectives.
- Solving day to day problems as they arise, while recognising when a problem should be referred to others.
- Adopting a positive approach to teamwork, always looking for opportunities to act as an Ambassador for M-SParc.
- Ensure exceptional level of Customer Service
- Any other duties as requested by the Executive Director to reflect the changing needs and demands of M-SParc as a business
- General and shared duties as and when required that may include
  - Opening and closing the building as required on a rota basis.
  - Reacting to incidents and scenarios to ensure the health and wellbeing of staff and tenants.
- To assist in the development of the profile of M-SParc regionally and nationally
- Contribute to the successful operation of M-SParc and the achievement of the vision, aims and objectives set by the Team, the Director and Board.

### **Person Specification**

The officer will be passionate about the innovative opportunities north Wales has to offer and be driven to support people to take advantage of these opportunities. They will be positive about engaging with other groups in the region, to collaborate and deliver further opportunities, and have excellent people skills to develop strong working relationships.

### **Skills and Experience**

We are looking for a candidate who:

- Has experience of teaching and delivering activities such as workshops, be that in a school or by other means. The skill of being able to teach is essential.
- Has experience or a high awareness of the new curriculum for Wales.
- Has knowledge and/or interest in Digital developments, with an interest in coding or programming at school-age level, for example.
- Has a working knowledge of the STEM providers and opportunities in the region or is able to quickly get to know the network.
- Is able to build strong working relationships, networking and represent M-SParc confidently in the region.
- Has excellent communication skills, allowing them to liaise not only with adults, but with children and young people at an appropriate level.
- Can lead on projects when required.

- Can work as part of a team, recognising opportunity to collaborate with colleagues and adding value where possible.
- Has exceptional IT skills, and a willingness to learn and adapt to new systems.
- The ability to communicate through the medium of Welsh is essential for this post.
- Experience of working in an industry facing role is desirable, but not essential.

## **Person Specification**

### **Education, Training and Qualifications - Essential**

- Experience or qualification in delivering events or talks to young people.
- Qualified in teaching or with provable experience of teaching.
- Experience of working as part of a team, disseminating knowledge, and keeping good working relationships.
- IT skills, including basic e-mail and Microsoft Package, as well as confidence to learn new skills and programmes.
- Training or Education in the Digital sector, for example experience in coding or Adobe editing.

### **Education, Training and Qualifications - Desirable**

- Experience of co-ordinating projects or working with a team where others are working on separate strands of the same project.
- Background/understanding of Maker Space or kit, for example 3D printers.
- Degree (or equivalent) in science, education or related field
- Outreach experience or experience of working in the education sector or with young people

### **Skills/Abilities - Essential**

- Be an excellent communicator, able to effectively engage with young people as well as relevant stakeholders, including industry, government and academia
- Ability to speak Welsh is essential.
- Ability to co-ordinate projects with minimal supervision.
- Work easily with new people and build relationships quickly.
- Absorb and share information in a correct way, tailored to those receiving it.
- Confidence in new situations.
- Quick to adapt to new challenges.

### **Skills/Abilities - Desirable**

- Building networks and seeing opportunities will be a key part of the role.

## **Impact**

Your role and performance will directly affect the performance of the company and in turn the economic performance of the region, as such this is an opportunity to have a positive and lasting impact on the communities of North Wales. We are looking for a person who cares about the region and its communities

and who believes that Business, Science and Technology can contribute towards a sustainable future for our communities.