PUBLIC ENGAGEMENT AND OUTREACH PROJECT MANAGER BRIEF

Expanding Cosmic Horizons: a new outreach programme for young people

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1. SUMMARY

We are seeking a freelance Project Manager to work closely with the Royal Observatory Greenwich and a freelance Evaluator on a UK Space Agency (UKSA) funded grant to lead on the design and delivery of a schools and community outreach project.

Applicants for this role should have:

* Demonstrable experience as a Project Manager on STEM based public engagement and/or outreach projects (Experience in astronomy is preferable but not essential)
* Experience of leading projects involving a range of age groups; children and young people, university students, parents, teachers, advisory board members and more
* Experience of the development of hands-on resources for schools and community workshops
* A good understanding of project evaluation and impact
* Experience of managing and working with science communicators
* Experience of working with multiple stakeholders, including STEM practitioners and educators, Evaluators, teachers, young people and the general public
* Excellent written and oral communication skills
* Excellent record keeping

2. CONTEXT

The UKSA aims to nurture talent and inspiring the next generation into Science, Technology, Engineering and Mathematics (STEM) careers to grow and level up space economy, have and created a fund with the following specific aims:

* Develop new ways to reach young people from all backgrounds, that are modern and relevant to the technologies they are accustomed to, their values and social environments
* Encourage young people to pursue STEM education by using the exciting and inspiring context of space
* Increase the prevalence of regular, long-standing interventions and projects in the UK that will make a lasting impact on the choices of young people
* Inspire, support, engage and encourage students throughout their academic and social journeys into the world of work
* Sustain students through periods where they may otherwise be unsupported and lose focus and interest in STEM

In response to this, the ROG was successful in applying for funding the following project:

3. THE PROJECT AND PROJECT MANAGER BRIEF

The Royal Observatory Greenwich (ROG) is developing an outreach programme for young people - building science capital and championing the importance of space.

We will take the excellence of the ROG to local schools and community hubs via workshops and Continued Professional Development teacher training. University students will be coached in presentation skills, vital for the UK’s future science communicators. Participants will co-produce Cosmic Toolkits for a future UK-wide loan scheme.

The Project Manager will specifically support the Senior Project Lead and freelance Evaluator to;

* Refine the intended project aims and outcomes to be captured
* Manage an advisory panel in the development of project content through to its completion
* Work with ROG team to develop outreach content based on pre-existing programming, including; activity kits for schools, workshop content for schools, teacher CPD and STEM club sessions based in community hubs
* Work with ROG team to train university students and graduates in science communication methods to deliver the above content
* Develop partnerships and collaborations to ensure that correct audiences are reached throughout the project, and enhance the quality and effectiveness of the proposed activities
* Oversee event delivery where necessary
* Keep thorough records of project development, including contributed time of staff
* Support the Evaluator to create a final evaluation report to summarise findings and impacts of the project

Other notes: The proposed activities above are indicative of what is anticipated, but these are subject to refinement with the Senior Project Lead as the project progresses

4. BUDGET + SCHEDULE OF WORKS

Freelance Project Manager Fee: £43,050 over 18 month project based on a fee of £175 per day. Days spent on the project will be devised based on initial research phase, followed by anticipation of clusters of activity throughout project delivery.

Delivery period: April 2024 – August/September 2025

Expected working pattern: Flexible working throughout the project period, with more intense working around key milestones. Most of the work will be undertaken remotely, although the Project Manager will be expected to meet with the team and audiences when necessary either via Teams or in person.

5. SELECTION PROCESS

Proposals will be reviewed by the ROG and RMG Development Teams.

Shortlisted candidates may be invited for a brief online interview to discuss their interest and suitability for the role w/c 22nd April 2024.

6. HOW TO APPLY

Please send the following to Jessica Sells – jsells@rmg.co.uk

by 17:00 on Wednesday 17th April 2024:

* A brief cover letter, outlining your interest, suitability for the role and outline of your proposed approach (max. 2 sides A4). We are flexible in terms of approach and welcome innovative ideas
* CV (max. 2 sides A4)
* Portfolio addendum (max. 2 sides A4)
* Names and contact details for two references

7. QUESTIONS

If you have any questions about this brief, please get in touch with jsells@rmg.co.uk