



Job Description: Programme Officer

Reporting to: Youth and Schools Programme Directors, The Faraday Institute for Science and Religion

The new Programme Officer will make a crucial contribution to the Youth and Schools Programme through expanding and developing the work of the team, leading to the engagement and support of more children, young people and influencers in their exploration of Big Questions.

This job description outlines the main aspects of the role. There is reasonable flexibility to adapt the role to the right candidate's skills, enthusiasm and vision.

The role will involve close collaboration with other team members to deliver the following aspects of the programme's outputs.

The Role Includes:

Administration, Preparation and Delivery of School & Church Visits (in collaboration with other team members)

- Liaison with interested parties to arrange school/church events
- Liaison with external speakers for school/church events
- Arrangement of travel and/or accommodation for speakers
- Arrangement of invoices, payments etc. in collaboration with the Finance Officer
- Preparation of sessions on various science-faith topics at school/church events
- Delivery of sessions at school/church events
- Liaison with, and support of, Faraday-trained speakers to develop their science-faith sessions for school/church events
- Support of the wider team in developing and delivering science-faith communication training to teachers, church workers and speakers

Resource & Material Development

- Liaison with publishers, authors etc. regarding new or ongoing programme-supported resources for professional publication
- Development and design (and/or liaison with professional designers) of printed and/or online materials to support recipients of training and those keen to teach on science-faith topics
- Design, planning and creation of video material mainly for use in online contexts
- Informal research to ensure the accuracy and quality of all materials produced, regarding both science-faith content and relevance to particular curriculum topics etc.
- Engagement and collaboration with publishers, Faraday staff and marketing consultants regarding promotion and marketing of resources and materials through events and online methods

Management and Upkeep of Programme Online Presence

- Management of the programme website including adding to 'FAQ' sections with answers written for different age groups, maintaining and expanding lists of recommended resources, activities etc. for children and teens, and maintaining relevant information and recommendations for teachers, children's workers etc.
- Development and maintenance of online (social media-based) forums to provide support for those keen to engage with programme activities.

Details of the Position:

The successful candidate will have relevant skills, qualifications and experience (see below), enthusiasm for the role and a willingness to work flexibly with the team to ensure optimal outputs and work environment. The applicant must be in agreement with the aims and Christian ethos of The Faraday Institute and is expected to take part in the Institute's wider activities. This may involve some supporting events such as lectures, seminars, courses and conferences run by the Institute.

The post-holder will be based at the Institute's offices in the Woolf Building in the grounds of Westminster College, Cambridge.

The successful candidate will be required to apply for Enhanced Disclosure from the Disclosure and Barring Service.

The post is 0.5 FTE. Annual leave may be taken at the rate of 25 working days plus 8 public holidays (pro rata). Working days for this part-time role to be agreed, though this role will require flexibility and the ability to travel, with some trips necessitating overnight stays. The Faraday Institute operates a policy of TOIL for extra hours, weekend or evening working that are required by the job.

The salary for this half-time position will be in the range £29,104(FTE) to £33,763(FTE) per annum depending on qualifications and experience, plus employer's pension, National Insurance and life assurance contributions. There is an initial six month probationary period.

Funding for this position is available for 18 months from 1 September 2020 in the first instance. Extension of the contract to 3 years in total is anticipated, dependent on future funding.

Person Specification:

Core Competencies:

- Team Work
- Communication
- Accountability and Managing Priorities

Required Skills and Experience:

- Education to degree level in a relevant subject
- Familiarity with and enthusiasm for science-faith dialogue and its relevance to young people
- Good organisational and administrative skills
- Excellent IT skills and ability with word processing, design and presentation software and basic website maintenance.
- Ability to work in a lively, dynamic team as well as on your own initiative
- Flexibility with working hours and ability to travel with some trips necessitating overnight stays
- Agreement with the aims and Christian ethos of The Faraday Institute

Desired Skills and Experience:

- Good presentation skills
- Communication experience, including with children and young people.

To Apply:

Email the Faraday Administrator (admin@faraday.cam.ac.uk) by June 5th quoting the job title. Applications should include a CV, together with a covering letter summarising the relevance of the applicant's background and experience for this position. Please include the contact details for 3 referees.



www.faraday.cam.ac.uk



www.faradaykids.com



www.faradayteens.com



www.faradayeducators.com

About The Faraday Institute for Science and Religion Youth and Schools Programme:

The Faraday Institute for Science and Religion is an interdisciplinary research and communication enterprise linked to the University of Cambridge through membership of the Cambridge Theological Federation and association with other Cambridge colleges and departments.

As an educational charity, a key aim of the Institute is to promote understanding of the interactions between scientific and religious thinking through the provision of accurate and engaging information for people of all ages.

Research findings indicate that, from a young age, many children and young people have significant interest in matters of science and religious faith but that opportunities to explore their questions are rare. Topics covered in science or religious education classes, church, or even home contexts often raise interdisciplinary questions which syllabi and other resources do not always provide opportunity or information to cover.

The Faraday Institute's Youth and Schools Programme, directed by Lizzie Henderson and Steph Bryant, is committed to changing the nature of science-faith communication to and amongst generations of children, young people, parents and teachers. We work to achieve this through providing high-quality events and resources that equip and encourage young people of all ages and backgrounds to explore their questions about the interactions of science and religious faith in exciting and engaging ways.

In well over 850 lessons, workshops and other sessions over the last 6 years, the team have seen more than 23,500 students of ages 3-18 respond enthusiastically to the combination of hands-on science with honest, dynamic and thought-provoking discussion about science, faith and their interactions.

We offer a range of high quality, tailored events and services across the UK and beyond, including: lessons, assemblies, talks, half or whole-day interactive workshops for children and young people in school and church contexts as well as training events for teachers, church workers and others who influence and engage with children and young people. In addition, we are engaged in producing a wide range of professionally published materials as well as printed and digital resources to support our other activities.

The activities of the Youth and Schools Programme sessions present vital and unparalleled opportunities for young people to explore important interdisciplinary questions which will affect and inform their thinking throughout their school careers and later lives. With the appointment of creative and enthusiastic individuals to three new positions of Training Officer, Programme Officer and Programme researcher, we are seeking to expand and enhance the work of our programme in a variety of important and influential ways.





www.faraday.cam.ac.uk



www.faradaykids.com



www.faradayteens.com



www.faradayeducators.com

Ethos:

The Faraday Institute has a Christian ethos and a particular emphasis on the relationship between science and the Christian faith but welcomes those of any faith or none to engage in its activities. Accordingly, some of the work of the Youth and Schools Programme has a particular focus on the interactions of science with the Christian faith but we do not, as an organisation, exclusively promote any particular religious viewpoint.

The aim of the Institute is to provide accurate information in order to encourage informed engagement with a wide diversity of opinions concerning interactions between rigorous, mainstream scientific and religious thinking. Thus, much of our work involves encouraging and supporting consideration of science-faith topics in a broad landscape of multiple religious and non-religious worldviews. The Institute places great value on teamwork and collegiality, and the Youth and Schools Programme team are committed to pursuing and celebrating grace, fun, wonder, creativity, excellence, humility, honour, open and friendly communication, unity, and respect for people and our planet.

Equal Opportunities:

The Faraday Institute is an equal opportunities employer and as such is committed to equality for its staff, students and visitors. No employee or potential employee will be disadvantaged by any conditions of employment that cannot be justified on operational grounds. The Institute aims to encourage, value and manage diversity, as well as the security and support of its employees. It is also committed to valuing and utilising the skills, talents and knowledge of all its employees to the best effect, and providing a healthy environment which will encourage good and productive working operations within the organisation.

