

Job Description: Training Officer

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

The new Training Officer will make crucial contributions to programmes through which expert experience and knowledge is translated into practical training for teachers, church workers, and speakers who influence the way children and young people consider big questions about science and religious faith.

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 job involves working closely with the programme team and relates primarily to four main outputs of the Programme:

- UK-based CPD training for teachers
- UK-based CPD training for church children's/youth workers
- a pilot programme of overseas training for teachers
- UK-based training for those interested in communicating to children and young people about science-faith topics

The Role Includes:

Planning and Administration of Training Events

- Collaboration with other team members to plan training events including topics, venues, itinerary, invited speakers etc.
- Potential delivery of relevant aspects of training events depending on experience
- Liaison with interested parties regarding training and promotion of events
- Liaison with external speakers for training events
- Arrangement of travel and/or accommodation for speakers (and in some cases delegates) at training events
- Arrangement of venue hire etc. where relevant for training events
- Arrangement of payments etc. in collaboration with Finance Officer

Informal Research and Material Development (in close collaboration with other team members)

- Conducting of informal research to shape and develop excellent training events for each audience. This aspect will be supported by the Faraday team and associated experts with strong understanding of best practice in pedagogical approaches and implementing excellent training for teachers and others
- Conducting of informal research to ensure delivery of materials for each training event that are relevant to the particular context in terms of topic, curriculum guidelines, geographical area, religious background and denomination etc.
- Production (including design and/or liaison with design professionals) of printed and digital materials such as lesson plans, PPTs, worksheets etc. for use in training sessions and by teachers, speakers and other delegates following training
- Maintenance of the section of the project website regarding training and supply of digitally available training materials
- Development and maintenance of online (social media-based) forums for ongoing support of attendees at training events
- Follow-up communication with selected recipients of speaker training, in order to support their development as speakers and aid them in developing, booking and delivering sessions in schools, churches etc. as representatives of the Faraday Institute Youth and Schools Programme

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 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 £30,887 (FTE) to £41,505(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 3 years from 1 September 2020.

Person Specification:

Core Competencies:

- Communication
- Team Work
- Developing yourself and others

Required Skills and Experience:

- Education to degree level in a relevant subject
- Qualification and experience in teaching relevant subjects in primary and/or secondary school contexts
- 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
- 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:

- Experience and good understanding of UK teacher training, particularly in a CPD context
- Experience in designing and delivering high-quality teacher training
- Experience and awareness of church children's and/or youth work contexts
- Good presentation skills

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.



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.

