1. Job details
Job title: Outreach and Teaching Support Manager
School: GeoSciences
Line manager: Physical Resources Manager

2. Job purpose
As part of the School’s scientific and technical services team, to coordinate outreach activities and events to promote the School, to manage the provision of technical support for teaching in the School, and to assist in teaching at undergraduate level.

3. Main responsibilities

1. Manage the technical teaching support team to provide an efficient, proactive and continually developing service to meet the School’s needs.  
   Approx % of time: 5%

2. Plan, co-ordinate, design, construct and deliver outreach activities, demonstrations, hands-on workshops, presentations and events to promote the School and the Geosciences more generally e.g. in schools and at public events.  
   Approx % of time: 30%

3. Recruit, organise, contribute to training, and supervise a team of students assisting with such events to ensure safe and effective delivery and to aid the students’ acquisition of transferable skills in communication, teamwork and organisation.  
   Approx % of time: 15%

4. Develop and maintain constructive relationships with schools through personal contact with teachers. Liaise with colleagues in the School and University and with external individuals and organisations to organise events and activities and to ensure their effective delivery.  
   Approx % of time: 10%

5. Advise Recruitment committee and others on opportunities to improve or extend such activities and take lead role in implementing agreed changes.  
   Approx % of time: 5%

6. Provide technical support, contribute to design and teaching of laboratory and practical classes, and develop new experiments and equipment using own specialist skills to improve the quality and effectiveness of the School’s teaching.  
   Approx % of time: 30%

7. Carry out any other reasonable duties and undertake professional development or training as requested by line manager.  
   Approx % of time: 5%

4. Planning and organising
- Establish priorities for and organise the work of the technical teaching support team, including staff development and deployment.
- Plan and organise an annual programme of outreach and public events and materials, drawing on and coordinating resources and people from within and beyond the School.
- Contribute to annual and 5-year planning of overall technical services provision and budgets within the School.
- Plan and prioritise own work schedule, managing competing demands in order to deliver required level of service.

5. Problem solving
- Determine best presentation of educational content and resolve technical problems in design and development of teaching and outreach demonstrations, using experience and judgement.
• Resolve day-to-day operational difficulties in event planning and delivery and in practical class teaching using technical know-how and experience.
• Investigate and contribute to resolution of short- and long-term personnel problems for team (e.g. performance management).

6. Decision making
• Make all operational decisions in planning and organising outreach activities (overall strategy for outreach is determined by Recruitment Committee)
• Decide on appropriate short- and long-term deployment of technical teaching support staff within agreed School priorities, and on needs for staff development.
• Responsible for use of budget within agreed limits.

7. Key contacts and relationships
• Manage, lead, support and where necessary censure individuals in a team of technical staff.
• Advise the Recruitment Committee on opportunities and resources for outreach.
• Discuss teaching outcomes and content for practical classes with academic staff.
• Advise and train staff and students in use of equipment and techniques.
• Maintain and develop excellent relationships with a range of external organisations, including Schools and teachers, to promote the School, facilitate sharing of ideas and resources and create effective networks.
• Make presentations and deliver workshops to members of the public and to school students to interest, excite and inspire.

8. Knowledge, skills and experience needed
• Education to degree level or equivalent qualifications/experience in a relevant subject.
• At least 3 years’ experience in a teaching, outreach/public understanding of science, youth work or similar role, ideally combining presentation skills with ‘hands-on experiment’ design and construction.
• Relevant technical/practical skills to design and construct experiments and equipment.
• Some experience of staff and budget management.
• Excellent communication, interpersonal, time management and project management skills.

9. Dimensions
• Line manager for 2 direct reports.
• Supervise team of c. 8 postgraduate science communicators.
• Work across 2 buildings.
• Supporting a School of c. 230 staff and 1200 students.

10. Job context and any other relevant information
~