1. Job details

Job title: SESEF (Scottish Earth Science Education Forum) Development Officer
School: GeoSciences
Line manager: Chair of SESEF Management Group

2. Job Purpose
To work with partner organisations to deliver professional development workshops and resources for teachers across Scotland; to develop, manage and deliver new initiatives, networks and resources to support the teaching of earth science in Scottish secondary schools.
To advocate and contribute expertise to curriculum development and education policy, and to promote Earth sciences in Scottish education.

3. Main Responsibilities

1. Manage and deliver professional development (CPD) workshops and resources for teachers of the 5-14 curriculum; engage with education authorities and other education organisations to promote the marketing and delivery of such workshops across Scotland; deliver some workshops directly; monitor programmes and provide progress reports to sponsors and to management; all in order to support and enhance teaching of Earth science in Scottish schools.

2. Manage and co-ordinate a team of education facilitators to deliver joint SESEF/ESEU workshops.

3. Ensure co-ordination of activities across partner support organisations, maintain website and produce newsletters for SESEF members, to keep all SESEF participants engaged with developments.

4. Working with SESEF members and other partners, develop new initiatives in support of earth sciences in the Scottish secondary curriculum and develop initiatives to encourage enhanced earth science recruitment into HEIs.

5. Work with the Project Management Group to influence and contribute expertise to national initiatives in science education, especially the curriculum review 3-18 (A Curriculum for Excellence) and engage in dialogues with the wider science education community in Scotland and the UK, and to support fund-raising for SESEF to ensure its continued operation and development.

4. Planning and Organising
The Development Officer is responsible for planning and organisation over a timescale of months, in particular planning and managing delivery of CPD workshops, development and deployment of teaching resources, and co-ordinating a group of twelve CPD workshop deliverers (“facilitators”) across Scotland.

5. Problem Solving
- Contribute to devising strategies for supporting and promoting the teaching of earth science in secondary schools across Scotland.
- Contribute to proposing strategies for science education within the Scottish Executive’s curriculum review.
• Develop effective communication strategies and routes between SESEF and other organisations such as the Earth Sciences Trust.

6. Decision Making
• Responsible for day to day decision-making, consulting where relevant with line manager and others in Project Management Group (PMG).
• Responsible for advising PMG on strategic decision making, and makes key contributions to this process.

7. Key Contacts/Relationships
Develop good working relationships, engage and sustain partnerships with a very wide range of people and organisations, including:
• Project Management Group (5 members; regular meetings), Steering Committee (~25 members, representing stakeholders; annual or twice-yearly meetings), team of twelve Scottish facilitators, partner organisations for delivery of CPD workshops and resources (esp. Earth Science Education Unit, Keele; Royal Observatory, Edinburgh; British Geological Survey; Scottish Natural Heritage), museums (National Museum of Scotland, Hunterian Museum) and science centres (Dynamic Earth, Glasgow Science Centre), local education authorities and schools, Scottish HEI earth science departments.
• Maintain SESEF network of over 300 members, comprising teachers, countryside rangers, science communicators, sponsor organisations (Scottish Natural Heritage, UKOOA, British Geological Survey, Edinburgh and Glasgow Geological Societies; Petroleum Exploration Society of Great Britain), museums (National Museums of Scotland, Hunterian Museum), science centres (Our Dynamic Earth, Glasgow Science Centre), Royal Observatory, Edinburgh, and many others.
• Liaise with key partners (Earth Science Education Unit, Keele; Scottish Natural Heritage; Royal Observatory, Edinburgh) and main sponsors to develop and support joint initiatives and workshops and to ensure continued sponsorship.

8. Knowledge, Skills and Experience needed
• A good honours degree in a relevant subject, preferably with a qualification at some level in science education/communication or teaching.
• At least 1 year's experience in science teaching and/or science communication and outreach, preferably with experience of curriculum development and innovative teaching methods.
• Excellent communication, presentation and organisational skills and good IT skills (MS Office, web editing etc.).
• Able to work flexibly and at unconventional hours and to travel in Scotland and beyond.

9. Dimensions
• Manage SESEF budget (~£35K/p.a.) in consultation with line manager
• Manage/organise approx. 30 CPD workshops p.a., involving c.300 teachers and c.300 PGCE students p.a.
• Manage and coordinate team of twelve workshop facilitators
• Develop resources for teachers from >2000 primary schools and >400 secondary schools and colleges in 32 LEA areas across Scotland.

10. Job context and any other relevant information
SESEF is a national network of people and institutions in support of earth science education. Its membership includes primary and secondary schools, colleges, local authorities, universities, museums, science centres, public institutions and business/industry. SESEF has initiated a Scotland-wide programme to address the challenges facing earth science education. The Development Officer post works for SESEF but is employed through the University of Edinburgh and funded through grants and sponsorship to SESEF from partner/member organisations.