

JOB DESCRIPTION

POSITION	Community Learning Coordinator
REPORTS TO	Senior Community Learning Coordinator
DEPARTMENT	STEM Learning
DIRECT REPORTS	None
CONTRACT	Permanent

VISION, MISSION AND VALUES

Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

ROLE PURPOSE

Glasgow Science Centre strives to break down barriers and open doors to learning for Glasgow's diverse population. Our Community Learning and Development (CLD) team works with local community groups, families and young people to engage them in positive learning experiences underpinned by science and technology.

Working within the wider STEM Learning Team, the Community Learning Coordinator will be responsible for the delivery of Glasgow Science Centre's CLD programmes. The Community Learning Coordinator will respond to the needs of participants and support people to develop confidence and skills through engagement with STEM.

KEY RESPONSIBILITIES

- To develop high-quality learning experiences for young people, families and community members, ensuring they have relevant content and are delivered in an appropriate and engaging way.
- To deliver CLD sessions in various formats appropriate to the needs of the audience, ensuring participants feel welcome and have positive experiences.
- To coordinate allocated projects, including creating project plans, budgets, timelines and reports.
- To work with the Senior Community Learning Coordinator to develop and embed evaluation into all relevant learning opportunities to measure the impact of the CLD programmes.
- To carry out project administration, including recording booking information, arranging transport and catering, and capturing participation data to ensure timely and accurate reporting.
- To help identify and develop partnerships with community groups to work on the co-design and delivery of high-quality learning experiences.
- To work with the wider STEM Learning Team to monitor the quality and consistency of learning programmes across the team and to identify opportunities for collaboration.
- To ensure the content of all programmes and experiences is accurate, accessible for all, and linked to learning outcomes where appropriate.

- To work with teams across Glasgow Science Centre to schedule and plan programmes, and to coordinate special education, family or community events.
- To implement the GSC 5-star Customer Service promise to offer a fun, safe and welcoming experience to all customers.
- To work within the guidelines of Glasgow Science Centre’s policies and procedures, especially Health and Safety, and Children and Protected Adults.
- To carry out other reasonable duties / tasks as required, delivering, and meeting the objectives of your team and Glasgow Science Centre.

PERSON SPECIFICATION

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Degree level qualification or relevant experience	X	
Experience in presenting / facilitating	X	
Experience in developing content for STEM learning		X
Excellent interpersonal and communication skills	X	
Experience in project coordination		X
Experience of Community Learning and Development		X

Personal Qualities

- A passion for science and technology as a vehicle for Community Learning and Development.
- An ability to work with people from all backgrounds.
- A willingness to learn about Community Learning and Development approaches and practice.
- Experience of developing and delivering learning experiences.
- Values community and inclusivity and is passionate about working with marginalised and underserved groups.
- Ability to work effectively as part of a team including with external groups and individuals.

- Ability to prioritise and work to tight deadlines.
- Ability to work in a dynamic environment and to remain calm in difficult situations.
- Demonstrable respect for equality and diversity, and the ability to promote equal opportunity practices.
- Availability to work a flexible working week (working weekends, evenings, and public holidays is often required).