



Job Description

- Title:** Science & Technology Programme Manager
- Reporting to:** Foundation Director
- Duration:** Four year contract
- Job Purpose:** To deliver the RDS Science & Technology Programme, including ESB Science Blast

Key Responsibilities

1. Deliver the Science & Technology Programme to agreed timescales and budget. The development of project plans, timescales and budget are the responsibility of the Manager and are presented for approval to the Committee of Science & Technology before submission to the Foundation Board.
2. Plan and manage the delivery of project events and activities: including ESB Science Blast, RDS STEM Learning and management of an Irish Research Council research grant. ESB Science Blast is run in three venues (Dublin, Limerick and Belfast), across 7 – 10 days, currently involving 13,000+ primary school children.
3. Develop and manage relationships with stakeholders including RDS Members, partners, sponsors, funders, donors, education and industry organisations. Includes training/briefing/facilitating feedback from stakeholders where necessary – eg as part of the Judging process for ESB Science Blast
4. Prepare and manage the delivery of marketing material for the programme and its projects to include significant amounts of print and web-based materials.
5. Develop new Science & Technology projects in consultation with the Committee of Science & Technology, ensuring that they are strategically aligned to the Foundation Plan 2018-2022 and to the Science & Technology Programme Strategy (currently in development).
6. Conduct internal evaluations of the projects and Programme using the Foundation Evaluation Framework on a regular basis to ensure projects

- are on track to achieve their goals. Present evaluations to Management and to the Committee.
7. Prepare background material for external evaluations, if required. This includes preparation of 'requests for tender' and liaising with external consultants to provide them with necessary information.
 8. Represent the RDS at various Science events, and in media when required.
 9. Prepare documents and proposals for the Committee of Science & Technology, acting as its Secretary. This includes conference papers, policy submissions and responses to consultations relating to Science, Technology, Innovation and Education in Ireland and NI
 10. Liaise with the Fundraising Managers to maintain, develop and report on fundraising income, including grants, and income from foundations, trusts, corporates and individual donors.
 11. Manage a multi-annual budget including compliance with RDS procurement processes, to include sourcing quotes/tenders where necessary and dealing with Purchase Orders and invoices for same.
 12. Prepare internal reports for the Foundation Board, Committee of Science & Technology and other internal bodies.
 13. Report to the Foundation Director on a regular basis on operational progress and ensure senior management are kept abreast of any important matters.
 14. Participate in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

Person Specification

Experience:

- At least 7 years' previous experience in a similar position which includes project/event management is essential.
- Significant experience of stakeholder management.
- Experience of managing people and budgets.
- Experience of working within the education sector in Ireland (ROI and NI)

Skills:

- Event and project management skills.
- Strong communication, presentation and persuasion skills.
- Excellent organisational skills.
- Good research, analytical and evaluation skills.
- Team-working skills.
- Good level of computer proficiency.
- Appreciation of importance of compliance relating to GDPR, procurement processes, child safeguarding, health & safety etc
- Must have driving licence and own car.

Qualifications:

- Third level qualification in science, education, science communications or similar.
- Event management/health & safety qualification would be advantageous.

Personal Attributes:

- The candidate should be a resilient, energetic person with a proven ability for clear-thinking and analysis.
- Credible as a science communicator.
- Must demonstrate the capacity to build and maintain relationships with a wide variety of stakeholders of differing backgrounds.
- Must be able to demonstrate the ability to work accurately under pressure to tight deadlines.
- Proven ability to complete tasks in a detail-orientated, methodical and organised manner to agreed procedures.