JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job title:</th>
<th>SEPnet &amp; Ogden Trust Senior Officer (Outreach &amp; Public Engagement)</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Engineering, Physical and Mathematical Sciences, Academic Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Major Reporting Line: Head of Department of Physics Minor Reporting Line: School Manager</td>
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<tr>
<td>Accountable for:</td>
<td>Not applicable</td>
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</tbody>
</table>

**Purpose of the post**

The Academic Administration at Royal Holloway is organised into six School Administration teams which are all part of the Academic Services directorate; a single professional service which supports the student journey. Administration teams have been designed to provide a consistent and effective service to both students and staff. This post is based within the School of Engineering, Physical and Mathematical Sciences.

Royal Holloway is a member of the South East Physics Network (SEPnet), which is a consortium of nine University Physics Departments working together to raise the profile of Physics in the South East of England.

The Ogden Trust is a charitable organisational which aims to increase the uptake of physics for all at post-16, particularly for those from under-represented groups. The Trust supports schools, projects and programmes that are committed to enhancing Physics teaching and learning.

The SEPnet & Ogden Trust Senior Officer (Outreach & Public Engagement) role will be responsible for a variety of tasks and processes to support activities related Outreach & Public Engagement for the Department of Physics.

Involvement in Outreach will focus on co-ordinating the outreach programme delivered by the Department of Physics and work with Outreach Officers at regional SEPnet partner institutions on a range of coordinated activities, in liaison with The Ogden Trust. The Trust supports schools, projects and programmes that are committed to enhancing physics teaching and learning.

The role holder will demonstrate a commitment to our shared vision and service standards. They will be expected to work closely with relevant external partners, colleagues in the School of Engineering, Physical and Mathematical Sciences, as well as those across other academic and professional services areas. They will be able to use their initiative and to take responsibility for solving problems and improving service delivery.

All members of the School will support the Head of School, Heads of Department and School Manager in ensuring the effective running of the School and Departments. The Senior (Outreach & Employer Engagement) role is responsible for the key tasks outlined below.

**Key tasks**
Supporting Outreach & Public Engagement activities in the School, working with colleagues across the School, College and relevant external partners. The core responsibilities will include:

1. Operational responsibility for planning and implementing the delivery of activities relating to Outreach & Public Engagement for the Department of Physics.

2. Supporting the School with improving processes and contributing to a culture of continuous improvement including College initiatives to review and improve service standards.

3. Delivering excellent customer service to students and other stakeholders, including alignment with the College’s Student First approach.

4. Developing effective networks and working relationships with colleagues, sharing good practice and increasing knowledge and understanding across different areas in relation to outreach and public engagement.

SEPnet/Ogden Outreach

The SEPnet & Ogden Trust Senior Administration Officer (Outreach & Public Engagement) could be tasked with any combination of the following:

5. Coordinating, organising and promoting the outreach activities of the Department of Physics towards schools, industry and the general public, working with academic colleagues individually and in small groups.

6. Proactively developing and contributing to science outreach activities, including those with an inter-disciplinary theme.

7. Identifying programmes and activities to promote Physics to students in schools and colleges, the take-up of Physics at A level, and beyond to degree level.

8. Meeting stakeholder representatives, visiting schools and employers across the South East region to identify outreach needs, and promoting physics outreach work.

9. Developing, producing, promoting and evaluating a range of outreach and marketing materials in support of science outreach programmes.

10. Acquiring and maintaining a detailed knowledge of pre-HE science developments, including curriculum and qualification changes, in order to maximise impact and effectiveness of outreach activities.

11. Liaising with Ogden Science Officers in Physics Departments of other universities, sharing best practice with them and attending their twice yearly meetings.

12. Acting as the Physics Departmental contact for with the South East Physics Network for outreach, and liaising with colleagues in Physics Departments at partner universities and other partner institutions.

13. Developing regional outreach programmes within SEPnet, working with Physics outreach officers at SEPnet partner institutions, coordinated by the SEPnet Director of Outreach. This includes participating in the SEPnet Connect Physics programme, a series of activities designed to support the uptake of Physics in Key Stage 3.

14. Overseeing allocated funds for SEPnet marketing and outreach activity.
15. Liaising with external bodies, especially the Institute of Physics, and actively participating in other networks and programmes to promote Physics, as set out below.

16. Contributing to a range of Royal Holloway outreach and public engagement events, such as the Royal Holloway Science Festival, including providing advice and guidance on hands-on activities, liaising with external contributors, and external providers.

17. Developing and maintaining Departmental websites with regard to science outreach.

18. Representing Royal Holloway at external events.

19. Liaising with Marketing and Communications outreach teams on science related activities.

### Other duties and expectations

The duties listed above may be varied from time to time as dictated by the changing needs of the College. The post holder will also be expected to undertake additional duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

### Internal and external relationships

The post holder will be required to work closely with all colleagues within the School of Engineering, Physical and Mathematical Sciences.

The following list is not exhaustive, but the post holder will also be required to liaise with colleagues in other areas, such as:

- Academic Services teams
- Marketing & Communications
- Human Resources
- Finance
- IT Services
- Administrative and academic staff in other schools

The post will involve consultation across the SEPnet network, including with:

- SEPnet Director of Outreach
- Ogden Programme Officer