

Job title	Project Manager (Schools) Gatsby Plant Science Education Programme
Grade	Grade 8
Salary range	£34,956 - £46,924
Staff Group	Unestablished, Academic-related
Department / Institution	The Sainsbury Laboratory

## Role-specific information

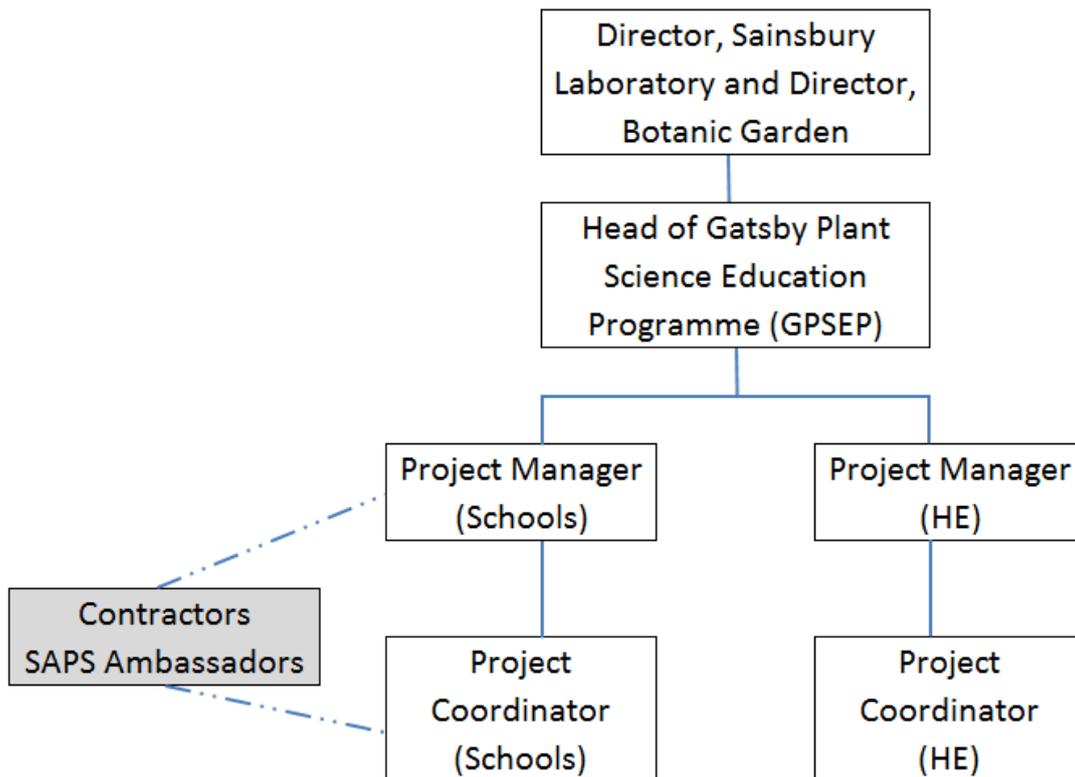
### Role Summary

The Gatsby Charitable Foundation has funded a number of plant science education projects at the University of Cambridge since 1990. These include the long-standing Science and Plants for Schools (SAPS) project and the Gatsby Plant Science Summer School. This programme of support for plant science aims to make a demonstrable difference to the teaching and learning of plant science at all ages in the UK.

The purpose of this role is to develop and implement successful projects for the Science and Plants for Schools project; making a concrete contribution to supporting plant science education and plant-based teaching and learning in schools and colleges. The Project Manager will have editorial responsibility for the [saps.org.uk](http://saps.org.uk) website, including maintenance and development of accurate and safe protocols and procedures for practical science, development of links to contemporary plant science throughout the curriculum, and newsletters promoting resources to registered users.

The role holder will develop strategies to maximise promotion of appropriate plant science in school science and beyond, whilst being responsible for evaluating impact of the portfolio of resources and onward development. The Project Manager will be responsible for contextualisation of resources with contemporary plant science and development of mechanisms to support pre- and in-service science teachers and technicians. With a sound evidence base for policy work, the role holder will establish sustainable working relationships with like-minded individuals and organisations, whilst managing the Project Coordinator (Schools) and an annual project budget of approximately £100K.

## Organisational Chart



## Key Responsibilities

<b>Project management and development</b>
Develop project plans including aims, objectives, costs, timescales, deliverables, promotion and evaluation. Propose and organise contributions from advisory groups. Manage project development and expenditure according to budget and financial regulations. Maintain and ensure safety of resources on database and provide health and safety checks on teaching resources within SAPS portfolio. Provide leadership and motivation to project teams including internal and external contributors. Research options to maximise sustainable future funding for the project.
<b>Scoping and evaluation</b>
Develop ideas for new projects supporting plant science education; to include curriculum development, practical science activities, teacher support, topic contextualisation and impact metrics. Evaluate reliability, safety and scientific practicality of new plant science teaching ideas. Evaluate impacts of SAPS resources in the school classroom, and develop resources to maximise impact. Develop UK network of Ambassadors for the SAPS project, alongside SAPS Associates. Scoping and development of online CPD materials to support the SAPS resources.
<b>Contribution to the GPSEP team</b>
Provide regular updates to the Head of Programme on progress and intelligence gathered from projects and project partners. Work with Project Manager (HE), to develop common materials for use by Schools and HE regarding transition from post-16 to university. Contribute to overall strategy for the programme and the smooth running of projects. Support team activities at conferences and events, including face to face promotion of portfolio of programme resources and activities.

<b>External liaison and networking</b>
Develop and maintain a network of contacts in the science education field. Represent SAPS and the programme on relevant committees/working groups and establish effective working relationships with project partners. Develop and manage network of teacher and technician Associates and Ambassadors for the SAPS project.
<b>Communications</b>
Review and implement the communication and content management strategy across e-communications and social/digital communications channels to SAPS audience. Maintain editorial control of the Science and Plants for Schools website ( <a href="http://www.saps.org.uk">www.saps.org.uk</a> ). Develop and manage half termly newsletters for SAPS project, alongside social media campaigns. Maximise representation and use of plant science teaching resources across platforms and networks in school science education.
<b>Policy and advocacy</b>
Develop contacts in biology education policy arena. Promote appropriate plant science (and resources) in school science curricula and continuing professional development (CPD). Further develop initial teacher education liaison to promote presence of plant science in teacher subject knowledge training.
<b>Management</b>
Day to day management of Project Coordinator (Schools), including annual review and regular 1:1 meetings to support, challenge and develop staff. Manage senior external consultants to the programme.
<b>Training</b>
Lead training programme for initial teacher educators. Develop SAPS Ambassador training programme alongside support and development of regional and national training opportunities for practising school biology teachers and technicians, including plant science specific training. Lead teacher/technician CPD events and produce online teacher/technician CPD materials.

## Person Profile

This section details the knowledge, skills and experience we require for the role.

<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified at least to degree level (or equivalent professional experience) in the biological sciences.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Teaching qualification (or equivalent experience)</li> </ul>
<b>Specialist knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and demonstrable application of the principles of project management</li> <li>• Extensive knowledge of the UK education system (particularly biology education)</li> <li>• Experienced user of Microsoft Office and other computer software packages, including website content management systems</li> <li>• Good analytical and organisational skills</li> <li>• Good research and information management skills</li> </ul>
<b>Interpersonal &amp; communication skills</b>	<ul style="list-style-type: none"> <li>• Demonstrable skills communicating to audiences via conventional and social media platforms and newsletters</li> <li>• Good presentation skills</li> <li>• Excellent interpersonal skills, with the ability to work confidently with a wide range of people</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience managing education projects which involve a high degree of partnership working</li> <li>• Responsibility of managing a fixed budget</li> <li>• Experience translating ideas into successful projects</li> <li>• Extensive experience in school level practical biology and sound knowledge of school level plant biology</li> <li>• Experience involving or highly relevant to curriculum innovation and development</li> <li>• Experience working directly with teachers</li> <li>• Experience delivering continuing professional development or training within school education</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Research experience in plant science</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Effective team player, with the ability to lead and be led by different team members</li> <li>• Strong interest in plant science and its place in education</li> <li>• Prepared to occasionally work outside of normal hours and to spend an occasional night away from home</li> <li>• Ability to deal calmly and efficiently with pressing deadlines, changing priorities and unexpected problems</li> <li>• Very reliable and committed to achieving impact</li> <li>• Ability to work on a number of different projects simultaneously whilst maintaining accuracy</li> <li>• Versatile and flexible, with the ability to adjust their work programme as new projects develop</li> </ul>

## Terms and Conditions

<b>Location</b>	Office located adjacent to the Sainsbury Laboratory within Cambridge University Botanic Garden
<b>Working pattern</b>	Full-time
<b>Hours of work</b>	Your employment is full time. There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.
<b>Length of appointment</b>	Fixed-term: The funds for this post are available until 31 March 2020 in the first instance.
<b>Probation period</b>	6 months
<b>Annual leave</b>	Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days), plus public holidays.
<b>Pension eligibility</b>	Universities Superannuation Scheme (USS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a> .
<b>Retirement age</b>	The University does not operate a retirement age for unestablished academic-related staff.

## Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

## Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Please ensure that you upload your Curriculum Vitae (CV), a covering letter highlighting your suitability for the position and contact information of three referees in the Upload section of the online application. If you upload any additional documents which have not been requested, we will not be able to consider these as part of your application.

The closing date for applications is Friday 24 March 2017. Interviews will be held on Wednesday 05 April 2017. If you have any questions about this vacancy or the application process, please contact [enquiries@slcu.cam.ac.uk](mailto:enquiries@slcu.cam.ac.uk).

# General Information

## The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

## The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the [Gatsby Charitable Foundation](#). The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 12 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>  
Information about two projects of the Gatsby Plant Science Education programme can be found at <http://www.slcu.cam.ac.uk/outreach/gatsbyplants> and [www.saps.org.uk](http://www.saps.org.uk)

## What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

## Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

## Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell, Senior HR Coordinator, who is responsible for recruitment to this position, on 01223 (7)61115 or by email on [Amy.Coussell@slcu.cam.ac.uk](mailto:Amy.Coussell@slcu.cam.ac.uk). Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).