

Person specification	
Job title	UHI STEM Futures - Secondary School Outreach Officer
Department	UHI STEM - Faculty SHE
Responsible to	UHI Head of STEM Development
Responsible for	NA
Grade	UHI Band 5 (1.0 FTE/ 35 hours per week)
Location	TBC

Criteria	Essential	Desirable
Qualifications	Educated to degree level of equivalent in a STEM or related discipline. Teaching or Training qualification	Degree, Postgraduate or professional qualification in a relevant STEM area
Experience	Experience as a of working in STEM engagement or science communications delivery in schools or equivalent context. Previous supervisory responsibility and/or experience of organising and delivery of STEM engagement/activities/workshops and Community events meeting agreed targets and timescales. Appropriate level of data protection, security awareness and confidentiality awareness. Ability to understand, analyse and summarise information with good IT and social media skills (including proficiency in the use of Microsoft Office, and social media tools and services including blogs and social media)	Appropriate experience of working in secondary school education or youth work or with education charities. Experience of working within an academic or education organisation Experience in working with STEM education partners like DYW, SDS etc.

Knowledge and skills	Knowledge of Scotland's Curriculum for Excellence and familiarity with STEM curriculum expectations and outcomes Excellent people skills in dealing with both internal academic staff, and other external stakeholders, with exacting standards of professionalism and diplomacy. Ability to work and act on own initiative, as well as ability to work as part of a team to complete tasks and projects. Ability to demonstrate excellent communication skills both orally and written, appropriate to a range of audiences, including children. Excellent communication skills, both written and verbal with the ability to maintain accurate records and draft reports.	Knowledge and understanding of the Highlands and Islands. Experience of handling difficult situations in a positive and confident manner and be robust in dealing with negative outcomes. Evidence of good prioritisation and time management skills.
Personal Qualities	Strong attention to detail and focus on high quality work. Commitment to evaluation and enhancement to learning and continuing personal development. Ability to work effectively and autonomously to agreed brief. Ability to work well within a team and to contribute to forming communities of practice. Very well organised with a structured approach to tasks	Enthusiastic, positive and 'can do' attitude. Willing to seek support and advice when necessary. Reliability, integrity, resilience, and stamina Willingness to work flexibly.
Other	Ability and willingness to travel within the Highlands and Islands on a regular basis and occasionally further afield. Driving Licence	Knowledge of, or interest in, the Gaelic language and culture.