



Job Description

Job Description

Job Title	Secondary School Outreach Officer for the UHI STEM Futures Programme
Department	UHI STEM Team – SHE Faculty
Responsible To	UHI Head of STEM Development
Responsible For	N/A
Grade	EO UHI Band 5 equivalent or current pay scale if seconded
FTE	1.0 FTE or 35 hours per week
Location	TBC hybrid - travel required across Highland and occasional out with region.

Job Objective

UHI STEM Futures 2026/27 is a **new one-year collaborative pilot programme** for Highland Council funded by SSE STEM Hydro in collaboration with Science Skills Academy (Newton Room). The UHI Secondary School Outreach Officer will coordinate and deliver STEM engagement activities through a workshop model with a number of Highland secondary schools with a view to testing the efficacy of this approach. The workshops will targeted students in S1 and S2 cohorts as we examine the impact of STEM education during transition years. The aim is that we will also have activities being undertaken with P6 & P7 in the Associated School Group primary schools. The STEM Futures workshops will require significant planning and coordination involving the schools themselves, local industry/business partners, UHI academic partners and other education colleagues like SSA, DYW and Education Scotland etc. The postholder will have an opportunity to input into creatively shaping the workshops and associated materials in the initial months of the post.

The postholder will join the UHI STEM Team for the academic year 2026/27, i.e. from August 2026 – July 2027 this is a fixed term post for 12 months and will be line managed by the UHI Head of STEM Development to ensure that pilot programme achieves key outputs.

Key Duties & Responsibilities

Schools Outreach Engagement & Events:

- Responsible for the delivery of the STEM Futures workshops in an agreed number of secondary schools these will incorporate various hands on STEM challenge activities some linked with local Industry/Business about place-based future opportunities and supported by STEM Ambassador volunteers. We are keen to link this aspect with either a term time or longer school's project. There will also be Routes into Skills carousel activities and we aim to have current UHI student involvement in this as exemplars and to challenge stereotypes.
- Responsible for accurate record keeping, including setting up a STEM Futures database involvement this includes pre and post evaluation, through the design of



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student workbook, parent information leaflet etc. Collation of data is key as we build the evidence base for the STEM Futures Outreach model. This may involve contributing to other UHI STEM reports as directed and required.

- Provide support to other UHI STEM engagement activities as agreed and planned during the academic year.
- Participate in and contribute to the development of a community of practice as part of the UHI STEM team.

Local School STEM Coordination:

- Act as a point of contact for the school focussing on STEM Futures pilot programme, this includes liaison with teachers and parents and other education and industry/business partners.
- Proactively seek and act on opportunities to develop the network of relationships leading to other activities/events raising the profile of UHI STEM Futures and Highland wide STEM network.
- Maintain accurate records and collate key information which supports evidence based and evaluation of STEM related activities and produce reports as required.
- Contribute to the ongoing evaluation of own activity and work of the local partnership with a view to continuous improvement.
- Contribute to the development of the UHI STEM Futures programme with the STEM Development Manager.

General responsibilities

- To participate in the university's performance and development review procedure.
- To take due care of yourself and others in respect of health and safety.
- To attend training courses that may be identified as necessary by your line manager.
- Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.

This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is UHI's aim to reach agreement to reasonable changes, but where it is not possible to reach agreement UHI reserves the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

Date: June 2026