

## JOB DESCRIPTION

### **JOB TITLE** Academic Engagement Manager

<b>Department</b>	Business Development
<b>Reports to</b>	Venue & Sponsorship Manager
<b>Direct reports</b>	None
<b>Work and job status</b>	<ul style="list-style-type: none"> <li>▪ <b>Fixed term:</b> 12 months initially with possibility of extension.</li> <li>▪ <b>Salary:</b> £30,000 – £35,000 (dependent on experience).</li> <li>▪ <b>Location:</b> Normally based at SCI, Belgrave Square, London however currently home-based due to COVID-19 restrictions. Some occasional travel within the UK is required.</li> </ul>
<b>Main purpose of job</b>	To build the profile of SCI, its Awards scheme and other related programmes to encourage further engagement and participation from universities and educational institutions.
<b>Principal accountabilities</b>	<p><b>Awards and SCI promotion</b></p> <ul style="list-style-type: none"> <li>▪ To build contractual partnership agreements with universities and institutions to promote SCI and its Awards scheme.</li> <li>▪ To present SCI within universities and institutions to raise awareness of the society and its activities, in particular its Awards and Early Careers schemes.</li> <li>▪ To promote existing award programmes and launch new award programmes.</li> <li>▪ To build a network of valuable contacts within institutions and universities who can engage with SCI.</li> <li>▪ To work with universities and institutions to build long-term relationships and support SCI's Academic Membership programme.</li> <li>▪ To identify and pursue opportunities to raise funds for Trusts in conjunction with global SCI fundraising activities.</li> </ul> <p><b>Award programme marketing</b></p> <ul style="list-style-type: none"> <li>▪ To manage the effective advertising of SCI Awards scheme.</li> <li>▪ To launch new award schemes, which may include, convening new committees to generate eligibility and award criteria, contributing to the strategic direction of the scheme, and ensuring host university engagement.</li> </ul> <p><b>Trust governance</b></p> <ul style="list-style-type: none"> <li>▪ To organise and support the work of the Trusts which SCI manages. This includes planning and managing the meeting schedule and forward plan, liaising with the trustees, ensuring all documents are prepared and dispersed in a timely fashion, attending meetings and arranging for minutes to be taken.</li> </ul>

	<ul style="list-style-type: none"> <li>To prepare and present updates on Trust matters including organising the timely preparation of accounts and updating the Charity Commission on Trust governance matters.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Assisting the wider business development team with ad hoc tasks, which may include highlighting contacts of interest for other programmes within SCI.</li> <li>Promoting the wider activities and benefits of SCI to universities and institutions.</li> </ul>
<b>Financial/ budgetary responsibilities</b>	Work within budgetary limits as agreed with line manager and as per overall SCI limits and guidelines.
<b>Working relationships</b>	<ul style="list-style-type: none"> <li><b>Internal:</b> CEO, managers, members, and all other staff members</li> <li><b>External:</b> SCI members, committee officers, trustees, Awards committees</li> </ul>
<b>Freedom and constraints</b>	Responsible for delivery of own targets and objectives agreed with line manager, and ensuring progress is reported to line manager or other stakeholders as appropriate.
<b>Planning and organisation</b>	Plan, implement and measure outcomes of programmes
<b>Knowledge, skills and experience</b>	<p><b>Required</b></p> <ul style="list-style-type: none"> <li>Degree in STEM or equivalent experience within a scientific/educational organisation.</li> <li>Proven marketing, promotional and presentational skills</li> <li>Self-starter, able to self-manage and work to tight deadlines</li> <li>Credible and personable with the ability to build relationships with senior stakeholders</li> <li>Target driven and able to negotiate formal partnerships</li> <li>Strong association with the objectives of the Society</li> <li>Attentive to providing high levels of customer service</li> <li>Enthusiastic and proactive approach to work</li> <li>High degree of computer literacy, including proficiency with MS Office</li> <li>A strong understanding of academic science pathways and wider academia</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>Graduate degree in science subject</li> <li>Previous experience of managing awards programmes within a science society</li> </ul>