Education and Outreach Officer

Job title	Education and Outreach Officer
Reports to	Head of Public Programmes
Line reports	None
Budget responsibility	None
Location	Hybrid, London (60% of time)
Contract	Full-time
Purpose of role	To develop and deliver innovative astronomy and geophysics education and outreach programmes, resources and learning experiences that engage schools, teachers, families and community audiences, helping to inspire the next generation of scientists and increase participation in these fields.
Key accountabilities	1. Develop and deliver high-quality astronomy and geophysics education and outreach programmes, activities and learning experiences that engage and inspire schools, community groups and other target audiences. 2. Lead the delivery of the Society's schools and community outreach programme, including presenting to schools and community groups. 3. Coordinate and manage educational visits to the Royal Astronomical Society, ensuring a high-quality and engaging experience for participating schools and groups. 4. Design, develop and maintain innovative educational resources and learning materials for use in both face-to-face and digital learning environments. 5. Develop and deliver online education and outreach activities, ensuring resources remain accessible to a broad range of audiences. 6. Manage and provide support for the RAS Teacher Forum, using feedback from educators to inform and improve education and outreach activities. 7. Provide specialist advice and support to RAS Fellows and Small Grants recipients to enhance the quality, impact and reach of their education and outreach activities. 8. Contribute to the wider public engagement objectives of the RAS, working collaboratively with colleagues to increase participation in astronomy and geophysics and promote inclusion within these fields.

Date	Closing date November 23rd 2027

Responsibilities

Main	Develop and deliver of a programme of astronomy and geophysics education and outreach activities, including the design and delivery of educational sessions, workshops and learning resources. Deliver education and outreach activities in both face-to-face and online settings, ensuring high-quality and engaging experiences for participants. Plan and undertake visits to schools across the UK, and coordinate visits by schools and other groups to the Royal Astronomical Society's Burlington House premises. Develop and manage a range of creative educational resources and programmes for teachers, home educators, STEM Ambassadors, community groups and families. Including digital and online programmes. Provide advice, guidance and support to RAS Fellows and recipients of RAS funding to enhance the quality and impact of their education and outreach activities. Manage a teacher forum to consult with teachers on the development of our programmes and activities to provide feedback and advice for the RAS's Education & Outreach programmes and gain insight into school and teacher priorities for these programmes. Build and maintain effective relationships with schools, teachers, education partners, community organisations and other key stakeholders. Represent the Royal Astronomical Society and its education and outreach work at conferences, events and external meetings.
Secondary	Build and maintain strong working relationships with key E&O stakeholders. Act as a point of contact for Education and Outreach small grant project funding recipients. Provide support and coordination for RAS fellows registered as STEM ambassadors. Coordinate the annual 'RAS reach' conference

	Support the wider work of the RAS, working with colleagues

Person specification

Experience	**Essential:** Knowledge of astronomy and geophysics and how these topics are covered within the UK education sector. A relevant teaching qualification or demonstrable experience delivering teaching, learning or educational activities in a school, further education, museum, gallery, science centre or similar educational setting. Experience of working with children and young people aged 4-18 years. Experience of developing and delivering education and outreach programmes and learning resources. Experience of managing projects from initiation through to completion. Experience of organising and delivering events, workshops or public engagement activities. Awareness of risk assessment processes and experience of working in accordance with safeguarding requirements and procedures. **Desirable:** Experience of facilitating online learning, training or digital engagement activities. Experience of evaluating education and outreach programmes and using feedback to inform future development. Experience of working with diverse audiences, including underrepresented communities in astronomy and geophysics, SEND groups and community organisations. Experience of recruiting, coordinating or managing volunteers. Experience of building and maintaining networks with teachers, education providers or outreach partners.
Behavioural competencies	Collaboration: working effectively across all levels within the organisation, and with counterparts in other relevant organisations. Creativity and problem solving: Able to develop and deliver resources for a variety of audiences in a creative and engaging manner.

	Communication: Communicate effectively with internal colleagues across the RAS, with RAS Fellows and external partners and stakeholders Inclusivity: A commitment to diversity, representation, social inclusion and access within STEM Resilience: able to work under pressure and always remain professional.
Technical skills	Presentation skills: the post holder will be delivering live in person and online events and activities to a wide range of audiences including school children at KS1,2 and 3, family, community groups, adults as well as to our fellows and in professional environments. IT skills including Office and packages for analysing and presenting data such as Excel The post holder will need an understanding and ability to use typical AV equipment used for events (projectors, laptops etc…) or willingness to learn.
Other relevant requirements	This role involves working with schools, families and other audiences at times and places where they are able to attend. This means there will be occasional weekend, evening work and during school holidays across the year (essential). This role involves running lots of events and will require the post holder to take first aid, fire marshalling and any other relevant H&S training(essential). Occasional travel within the UK and overseas including overnight stays (essential). This role will require an enhanced DBS to be undertaken (essential).