PUBLIC ENGAGEMENT AND OUTREACH PROJECT MANAGER BRIEF

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1. SUMMARY

We are seeking a freelance Project Manager to work closely with the Royal Observatory Greenwich and a freelance Evaluator to lead on the design and delivery of a of an innovative interactive educational platform to be piloted in school classrooms.

Applicants for this role should have:

* Demonstrable experience as a Project Manager on STEM based public engagement and/or outreach projects (Experience in astronomy is preferable but not essential)
* Experience of digital and interactive media in an educational setting
* Experience of leading projects involving a range of age groups; children and young people, university students, parents, teachers, advisory board members and more
* Experience of the development of hands-on and digital resources for specific Key Stage groups
* A good understanding of project evaluation and impact
* Experience of managing and working with science communicators
* Experience of working with multiple stakeholders, including STEM practitioners and educators, Evaluators, teachers, young people, designers and general public
* Excellent written and oral communication skills
* Excellent record keeping

2. CONTEXT

The ROG is partnering with a prominent American film and television production company to develop an exciting, interactive resource to support school pupils to engage with the concept of astronomy and space science. The project will involve gamification of STEM subjects based on the national curriculum to provide teachers with a flexible classroom resource to enhance lesson plans in the following ways:

* Develop new ways to reach young people from all backgrounds, that are modern and relevant to the technologies they are accustomed to, their values and social environments
* Encourage young people to pursue STEM education by using the exciting and inspiring context of space
* Increase the prevalence of regular, long-standing interventions and projects in the UK that will make a lasting impact on the choices of young people
* Inspire, support, engage and encourage students throughout their academic and social journeys into the world of work
* Sustain students through periods where they may otherwise be unsupported and lose focus and interest in STEM

3. THE PROJECT AND PROJECT MANAGER BRIEF

The Royal Observatory Greenwich (ROG) will work in collaboration with international entertainment and media enterprise to provide scientific accuracy on the subject of astronomy that specifically relates to how the national curriculum can be incorporated to an interactive classroom based activity.

The Project Manager will specifically support the Senior Project Lead and freelance Evaluator to;

* Refine the intended project aims and outcomes to be captured
* Manage an advisory panel in the development of project content through to its completion
* Work with ROG team to ensure scientific content and outcomes for the platform are accurate and relevant
* Work with RMG to develop relationships with relevant audiences
* Support integration of evaluation throughout the project, and share learnings with the project team throughout to develop practice
* Oversee event delivery where necessary
* Keep thorough records of project development, including contributed time of staff
* Support the Evaluator to create a final evaluation report to summarise findings and impacts of the project

Other notes: The proposed activities above are indicative of what is anticipated, but these are subject to refinement with the Senior Project Lead as the project progresses

4. BUDGET + SCHEDULE OF WORKS

Project Manager Fee: £30,950 over 9 month project based on a fee of £35 per hour. Time spent on the project will be devised based on initial research phase, followed by anticipation of clusters of activity throughout project delivery.

Delivery period: April 2024 – January 2025

Expected working pattern: Flexible working throughout the project period, with more intense working around key milestones. Most of the work will be undertaken remotely, although the Project Manager will be expected to meet with the team and audiences when necessary either via Teams or in person.

5. SELECTION PROCESS

Proposals will be reviewed by the ROG and RMG Development Teams.

Shortlisted candidates may be invited for a brief online interview to discuss their interest and suitability for the role w/c 22nd April 2024.

6. HOW TO APPLY

Please send the following to Jessica Sells – jsells@rmg.co.uk

by 17:00 on Wednesday 17th April 2024:

* A brief cover letter, outlining your interest, suitability for the role and outline of your proposed approach (max. 2 sides A4). We are flexible in terms of approach and welcome innovative ideas
* CV (max. 2 sides A4)
* Portfolio addendum (max. 2 sides A4)
* Names and contact details for two references

7. QUESTIONS

If you have any questions about this brief, please get in touch with jsells@rmg.co.uk