

Role: Community Development Officer



CAMBRIDGE
SCIENCE
CENTRE

Role: Community Development Officer

Location: Cambridge Science Centre, Clifton Road, CB1 7ED

Reports to: Head of Programmes & Delivery

Salary: £28,000 - £30,000 per annum, dependent on experience

Contract Type: Full-time, flexible working hours with occasional evening and weekend work. This is a fixed-term post (12 months).

Cambridge Science Centre

For over a decade, Cambridge Science Centre (CSC) has been inspiring and nurturing a passion for STEM (Science, Technology, Engineering, and Maths) among young people across the East of England. Our mission is guided by three core principles. Firstly, research consistently shows that a strong foundation in STEM can open doors and expand life opportunities. Secondly, our programmes offer life-enriching experiences that bring joy, wonder, and new perspectives to young people, transforming how they see themselves and the world. Lastly, we believe our work is essential because existing formal STEM education systems do not always meet the needs of all young people. Each year, CSC engages approximately 30,000 young people, empowering them to envision and create a brighter future.

With the recent opening of a new permanent venue in Cambridge, CSC is now able to offer even deeper engagement opportunities to enhance our ongoing outreach. Our programmes cater to a broad age range, from early years to age 16, while also engaging the parents, carers, and educators who play a key role in their lives.

CSC is an independent educational charity (Registered Charity No. 1146349. Find out more at www.cambridgesciencecentre.org).

Community Development Officer

The Communities Officer will lead a new community-focused initiative aimed at increasing access to Cambridge Science Centre's educational offerings. Through researching areas of need and collaborating with community leaders, the officer will develop a robust network of partnerships to facilitate participation from children facing barriers to engagement.

Key Responsibilities

- **Community Research & Needs Assessment:** Identify key areas within Cambridge where children face barriers to accessing STEM (Science, Technology, Engineering & Mathematics) engagement. Use data-driven approaches and community feedback to conduct needs assessments, supporting the development of evidence-based strategies and action plans with relevant partners and community organisations.
- **Partnership Development:** Establish and maintain strong relationships with local community leaders, and organisations that can help ensure the Centre's programmes reach the right audiences.
- **Programme Development:** Develop, co-design, and coordinate events with a place-based approach or under a thematic area. Collaborate with the Head of Programmes & Delivery and the Head of Exhibitions to design and implement

tailored after-school, school-day and weekend programmes that address community-specific needs, including logistical barriers such as transport and scheduling.

- **Outreach & Communication:** Maintain regular contact with community stakeholders, building trust and ensuring effective two-way communication. Act as the primary liaison between Cambridge Science Centre and community partners.
- **Volunteer Engagement:** Work with volunteers as needed to support programme delivery and community outreach efforts.
- **Monitoring & Evaluation:** Track the impact of community programmes, gathering feedback and adjusting strategies to improve engagement and outcomes continually. Maintain records, produce relevant statistics, and prepare and present reports as required.
- **Promotion:** Serve as a brand ambassador for Cambridge Science Centre within the community. Leverage social media and local communication channels to engage and support community members. Collaborate with the Head of Marketing to develop and share impactful case studies and stories, helping to raise broader awareness of CSC's work.

Person Specification

- Prior experience in community development, education, or outreach, particularly with underrepresented groups
- Understanding of the voluntary sector
- Experience in supporting or organising events
- Project management and delivery experience
- Excellent communication skills with the ability to build trust-based relationships and engage diverse audiences, including children, parents, and community leaders
- Empathy and understanding of the unique challenges faced by underserved communities, with a strong commitment to inclusivity and cultural sensitivity
- Proven ability to manage multiple projects, coordinate schedules, and oversee programme logistics effectively
- Ability to collaborate closely with internal teams and external partners to co-design impactful community programmes
- Ability to work within defined budgets
- Willingness to travel across Cambridge and work flexible hours, including occasional evenings and weekends to meet community needs
- Full clean driving licence
- Ability to achieve a satisfactory enhanced DBS check

Working Conditions

This role involves regular travel across Cambridge and occasional evening or weekend commitments to meet with community partners and deliver programmes.

The primary location for engagements will be Cambridge Science Centre's main venue at The Trinity Centre, Science Park, Milton, Cambridge CB4 0FN. Occasional office work may be required at CSC's Head Office at 44 Clifton Road, Cambridge CB1 7ED.

Standard working hours are 7.5 hours per day

Parking and bike storage are available at both CSC locations.

Benefits include:

- 25 days annual leave, plus Bank Holidays
- Mental health support in partnership with BetterHelp
- Contributory pension scheme

Recruitment Process and Timeline:

To apply for the position of Community Development Officer at Cambridge Science Centre, please submit your CV and a Cover Letter explaining why you are interested in joining the Centre and how your skills and experience align with the role. Send your application to: jobs@cambridgesciencecentre.org.

For candidates invited to interview we would love to see examples of your creativity, so please bring with you anything that would support your application, in a suitable format. Bear in mind, if possible, the age range of our audience is 5-11.

The interview will also include a discussion with the panel, which is expected to take place in-person.

Application Deadline: 6th January 2025

Interviews: Week commencing 13th January 2025