



Role: Product Development Officer

Role: Product Development Officer

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

Reports to: Head of Exhibitions

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

Contract Type: Full-time, flexible working hours. 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).

Role Overview:

The Product Development Officer will be responsible for designing and producing innovative, dynamic STEM (Science, Technology, Engineering & Mathematics) content for Cambridge Science Centre. Reporting to the Head of Exhibitions, this role requires a creative approach to developing exhibits, shows, workshops, and activities that are interactive, age-appropriate, and engaging for a diverse audience. This position also plays a key role in coordinating school holiday programmes and ensuring staff are well-prepared to deliver high-quality content both within the Centre and through outreach.

We welcome candidates from various professional backgrounds, including those with industry experience. While experience working in an educational setting is not required, a keen interest in science communication and engagement is essential.

Flexible working arrangements are available, including occasional opportunities to work from home.

Key Responsibilities:

- **Content Development:**
 - Develop exhibits, school workshops, public shows, and lab activities, ensuring they are creative, educational, and engaging.
 - Collaborate with the Head of Exhibitions on content design and, where appropriate, take the lead in production.
 - Regularly update and refine existing products to maintain relevancy and excitement for visitors.
 - Benchmark content to ensure high quality in all public-facing materials.
 - Investigate new sources for activities, content, and consumables, focusing on cost-effectiveness.
 - Stay up to date with other STEM engagement providers to enable CSC to be at the forefront of best practices in the field.
- **Programme Coordination:**
 - Support the planning and coordination of school holiday programmes, aligning with the Centre's educational objectives and visitor needs.
 - Work closely with the delivery team to ensure all staff are properly trained and confident in delivering Centre and outreach content.
- **Stakeholder Collaboration:**
 - Foster strong relationships with internal teams, supporting collaborative and efficient workflows.
 - Build and maintain positive working relationships with external stakeholders, enhancing the Centre's reach and impact.

Skills and Qualifications:

- **Required:**
 - Demonstrated creativity and innovation, with a passion for science education beyond formal classroom settings.
 - Excellent organisational skills, with the ability to work independently and manage multiple priorities under pressure.
 - Strong communication skills, including the ability to translate effectively from STEM academic and industry concepts to CSC's core audience.
 - Excellent interpersonal skills, with a diplomatic and tactful approach to stakeholder interactions.
 - Ability to work within a defined budget
- **Preferred:**
 - Background in science, STEM engagement, or science communication.
 - Experience in content development, either from an industry perspective or educational outreach.
 - Understanding of the charity sector

Additional Information:

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 Product 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