

Job Title: Family Programmes Manager  
Date: March 2025  
Accountable to: Head of Public & Family Programmes  
Accountable for: Interns or short-term contracts as applicable  
Location: Albemarle Street, Central London, with occasional remote working  
Contract type: Permanent, 35 hours a week with evening and weekend working- will consider flexible working  
Salary: c. £36k per annum

### **Job Purpose**

Responsible for coordinating the planning, developing and delivery of original, engaging and entertaining content for children, families and young adult audiences as part of our year-round events programme to empower young people to explore and get involved in science.

### **Job Description**

#### **Main responsibilities of the role**

- Project manage engaging science events, for families, and young adults
- Support the Head of Public & Family Programmes in ensuring our programmes are built with input from audiences including non-dominant groups and under-served communities
- Manage the delivery of events; hosting, moderation, managing speakers, stewards, assisting the AV technician, and ensuring health and safety procedures are followed
- Oversee enquiries and bookings for the programme, providing a high level of customer service, ensuring the CRM database is completed accurately, and continual improvement of our customer service and data practices
- Develop relationships with a diverse range of new and existing speakers, sponsors and partners to develop content, ensure the successful delivery of events, maximising audience attendance and engagement
- Work with the Head of Public and Family Programmes to develop and deliver a growth plan that enables us to reach more families and young people.
- Support colleagues across the Ri, e.g. Marketing, Fundraising and Membership, to effectively meet their aims by informing them of content, speakers and formats, drafting copy, facilitating the creation of content, and capturing data to inform others and support planning and evaluation
- Contributing to reporting, budgeting and business planning for the Family Programme
- Contribute to the compilation of reports for trustees, funders, partners and collaborators
- Take an active role in the Ri's safeguarding processes and procedures including joining the Safeguarding Working Group

#### **General responsibilities applicable to all staff**

- Understand and support the Ri strategy including the Ri vision, mission and aims

- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and as a people manager promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

### Person Specification

<b>Skills, experience and knowledge</b>	
Essential (E) Desirable (D)	
An interest in science and an appreciation of its impact on society.	E
Experience in science communication and of increasing creative opportunities for new and diverse audiences	E
Experience of the planning and delivery of live events	E
Experience in developing commercially successful events OR events for family audiences	E
Thorough working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint)	E
Excellent interpersonal skills and ability to communicate effectively with a range of audiences	E
Ability to analyse data and produce reports	E
Excellent client relationship management skills to develop a wide network of contacts to devise and deliver events?	D
Experience of coordinating social media campaigns around event promotion and live coverage	D
Some experience of managing people, budgets or resources	D
Experience of working with Risk Assessments	D
Experience of CRM software such as Salesforce	D
Knowledge of safeguarding issues	D
Experience of Eventbrite ticket system	D
Experience of public speaking, introducing events etc	D
<b>Qualifications</b>	
A-level or equivalent, or an equivalent knowledge of science, engineering or similar discipline	E
Degree in a science subject and/or several years' experience in science education	D
<b>Personal Attributes</b>	
Excellent interpersonal skills with proven ability to work collaboratively.	E
Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
Positive "can do" attitude and willingness to support others where needed.	E

Ability to multi-task and work in a fast-paced environment.	E
Committed to the principles of diversity and inclusion	E
An understanding of the Ri's mission and activities	E

Notes:

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve evening and weekend work and may involve some travel and overnight stays which may occasionally include weekends

As the position involves working with young people, the post holder will be required to undergo an Enhanced DBS clearance and related checks as mandated by UK laws and regulations.