

Job Title:	Learning Resources Developer
Date	November 2024
Accountable to:	Senior Masterclass Coordinator
Location:	Albemarle Street, London -some remote working and national travel for Saturday workshops
Contract type:	12-month Fixed Term Contract with potential for extension subject to funding Full-time (35 hours per week). Requests for flexible work patterns welcomed
Salary:	c. £33k to £35k per annum

Job Purpose

To develop primary and secondary level workshop content for the Masterclasses programmes, with particular focus on Computer Science. The learning resources developer will work with industry volunteers to seed new ideas, develop ideas into activities and full workshops, and deliver and observe delivery of workshops to get the content ready to publish.

Main responsibilities of the role

- To work with Masterclass programme volunteers to generate ideas for workshop topics and activities that are inspired by and illustrative of contemporary computer science and mathematics
- To take existing and new workshop ideas and activities and develop them into full workshops of between one and a half and two and a half hours, for primary or secondary students.
- To directly deliver and work with volunteers to deliver these workshops to young people and evaluate audience response and to refine these workshops based on this evaluation. This will involve frequent Saturday working with time off in lieu, usually taken on a Monday.
- To create a package of presentation and support materials for the workshops to publish as 'off-the-shelf' Masterclasses, available to all Masterclass organisers for free from the Ri website.
- To provide support and training to Masterclass groups to ensure that these workshop materials are widely adopted across the UK Masterclass network
- To work with the Senior Masterclass Coordinator and wider team to provide necessary support to the Computer Science Masterclasses network where required.
- To support content development across the broader Ri including content related to Christmas Lectures, Ri Youth Summits and other areas of the charitable work of the organisation

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 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
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy;
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
Experience drafting high quality educational materials for a broad audience of users ^E	
• Experience writing and delivering workshops for young audiences, preferably in STEM subjects	E
• Experience in delivering training workshops, ideally presenter training	E
• Good working knowledge of document creation in Microsoft Office (particularly Word, and PowerPoint)	E
• Formal or informal experience in coding	D
• Practical experience in design or the arts	D
• Experience of working in the charity sector	D
Qualifications	
• A-level, (Level 3) or an equivalent knowledge of science, engineering or similar discipline	E
• Degree in STEM related subject or demonstrable equivalent experience	D
Personal Attributes	
• Excellent interpersonal skills with proven ability to work collaboratively.	E
• Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	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
• Working knowledge of Microsoft Office (particularly Outlook, Word, Excel and PowerPoint), with a willingness to learn and use new systems.	E
• Willingness to work evenings and weekends	E
• Committed to the principles of EDIA	E
• An understanding of the Ri's mission and activities	D

Notes:

The work will involve some travel and overnight stays including occasional 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.

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.