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| **JOB TITLE:** | Science & Innovation Coordinator |
| **DEPARTMENT:** | Science & Innovation |
| **JOB HOLDER:** |  |
| **REPORTS TO (JOB TITLE):** | Head of Science & Innovation |
| **JOB PURPOSE***Summary, in one or two sentences, of the unique contribution this job makes to the organisation’s purpose*To be a key member of the Science and Innovation team providing administration and coordination support across a variety of IOP programmes, working with senior members of the physics community in business and academia, as well as providing PA-related support for the Head of Science and Innovation. The role involves communication and marketing of projects and events as well as delivering a number of events and managing projects such as the travel bursary schemes. |
| **ORGANISATIONAL STRUCTURE***Attach an organisational chart showing where this job sits and the jobs immediately around it* |
| **CONTEXT***This briefly sets out the necessary background, including the department’s purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation***The department’s purpose**The Science & Innovation Department’s purpose is to enable IOPs Member Groups to flourish and to build and deliver an exciting portfolio of programmes that support the UKs’ Physics community as well as delivering significant societal and economic impact.The team in the Science & Innovation Department aim to:1. Promote physics-based science & innovation through IOP member networks, and by engaging with research councils, funding councils and other funding agencies.
2. Recognising and reward excellence in science & innovation.
3. Encourage and foster collaboration across traditional boundaries.
4. Ensure that Physics is recognised for the contribution it makes to the economy.
5. Support large, medium and small businesses to actively exploit and commercialise new and emerging physics-based research.

The Department’s supports:* 48 Special Interest Groups
* 110 Conferences and meetings
* 3 travel bursaries schemes for early career researchers
* 44 science and innovation major awards
* 2 knowledge exchange programmes – Physics2020 and Open Innovation

**The job’s context**The Science & Innovation Coordinator supports the administration of the Science & Innovation Department and its activities. The role involves communication and marketing of projects and events as well as delivering a number of events and projects such as the travel bursary schemes.  |
| **TASKS & ACCOUNTABILITIES***A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job** Carry out marketing activity, including preparation of marketing collateral, delivering e-campaigns, arranging advertising and carrying out telephone campaigns.
* Organising monthly departmental meetings and bi-annual away-days.
* Arranging meetings such as the Science & Innovation Committee meetings. Organisation includes room booking and catering, preparing papers and taking minutes as appropriate for committee meetings and working groups. Will include interaction with members and senior members of the physics community.
* Organising events such as conferences, workshops and launch parties including inviting speakers, and preparing and distributing invitations. Will require attendance at events and other off-site visits.
* Assisting with the administration of Business focused programmes as well as managing projects such as the travel bursary schemes.
* Facilitating the preparation and distribution of departmental publications and reports.
* Maintaining departmental websites and CRM databases.
* Supporting financial procedures by preparing expenses forms, cheque requisitions, invoices and processing expenses.
* Handling diaries, appointments, making arrangements for travel and accommodation and correspondence.
* Other duties requested by the Head of Science & Innovation.
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| **SCOPE OF DECISION MAKING / CHALLENGES***A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job** Budget line responsibility and signing off payments/invoices up to £500.
* Co-ordinating departmental activity to ensure the smooth running of projects and other activity.
* Keeping the Institute up-to-date about pertinent departmental activity via the Intranet, etc.
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| **DIMENSIONS***A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.** The post has no direct line reports.
* Budget line responsibility and signing off payments of up to £500.
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| **KNOWLEDGE, SKILLS & EXPERIENCE***The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance* **Skills*** Team player – the ability to work co-operatively with others to achieve common goals.
* Dependable – able to complete tasks to a high standard and within tight deadlines.
* Ability to work with minimum supervision, prioritise workload, and handle multiple tasks.
* Excellent knowledge of Microsoft Office, record management databases and mailing services.
* Preferably experienced in using SalesForce CRM system and will have had experience in use of Trello for project management.

**Qualifications / Membership requirements*** GCSE English and Mathematics at grade C or above, or equivalent.
* A related qualification, e.g., marketing or project management, is not essential, but beneficial.
* Recognised administrative qualification, e.g. City & Guilds, Pitman, etc. would be desirable.

**Experiences*** Previous experience in a project co-ordinator or personal assistant position.
* Practical experience of marketing and working in a customer facing role.
* Knowledge of scientific industry or events management.
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| **COMPETENCIES***The behaviours that must be demonstrated in the job** Excellent communication, written and verbal, and interpersonal skills.
* Personable and committed to customer focus.
* Ability to measure and manage own work, takes responsibility for tasks and decisions; sets clear objectives and measures; monitors process, progress and results.
* Takes responsibility for personal learning and improvement.
* Collaborative, team player with a can-do attitude.
* Ability to maintain the technical skills and knowledge required to undertake the tasks of the demanding role.
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