**Job Description**

<table>
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<tr>
<th>Job title</th>
<th>Education Manager - Ireland &amp; Northern Ireland</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Department</td>
<td>IOP Ireland</td>
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<td>Team (if applicable)</td>
<td>IOP Ireland</td>
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<td>Responsible to</td>
<td>National Head for IOP Ireland and Northern Ireland</td>
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<td>Revision Date</td>
<td>15/04/2021</td>
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**Purpose of the job**

➢ To lead the development and delivery of an influential programme of education projects and activities across Ireland and Northern Ireland.
➢ To build and maintain high level relationships and contacts across the education sector for the IOP in Ireland and Northern Ireland.
➢ To represent the Institute on matters to do with physics education (primary, secondary, further and higher) in Ireland and Northern Ireland.
➢ To ensure the strategic objectives of the IOP are fulfilled, and the IOP’s members in Ireland and Northern Ireland are consulted and well represented.

**Context of the job**

The Institute of Physics is the professional body and learned society for physics in the UK and Ireland. We inspire people to develop their knowledge, understanding and enjoyment of physics. We work with a range of partners to support and develop the teaching of physics in schools; we encourage innovation, growth and productivity in business including addressing significant skills shortages; and we provide evidence-based advice and support to governments across the UK and Ireland.

The IOP’s work in education covers a broad range of activities around the following core themes:
1. Recruitment and retention of teachers (and Initial Teacher Education).
2. Professional development for teachers.
3. Diversity in schools to support students from under-represented groups to study physics.
4. Direct support and information, advice and guidance for teachers and students.
5. Development of policy and curriculum positions supported by evidence, to influence and support education initiatives.
6. Increasing visibility of technical roles and career opportunities to strengthen the supply of physics-related skills for the future workforce.

Through our work we aim to improve the quality of physics teaching by improving teachers’ pedagogical and subject knowledge; increase the number of pupils choosing physics at Leaving Certificate and A-level; improve diversity among those studying physics by reducing barriers to participation; support research into educational practice and trends; and develop evidence-based resources and reports for teachers, students, and decision makers. We work in partnership with education providers and key stakeholders in the education sector across all levels from primary to higher education and seek to build a strong base to strengthen the supply of people with physics-related skills to the UK and Irish economies.

**The job's context**

The IOP has launched an ambitious strategy to transform the physics landscape for the UK and Ireland, and ensure a thriving physics ecosystem that will contribute to innovation, discovery,
research, growth and debate in the UK, Ireland and beyond. This strategy sets out the following challenges to be addressed in unlocking the potential of physics and its impact in society:

1. **Diversity and skills:** We want to build a thriving, diverse physics community and play our part in solving the STEM skills shortage by ensuring that people, no matter their background or where they live, have access to world-class physics education and training.

2. **Unlocking capability:** We want to ensure that the UK and Ireland can realise the full societal and economic benefits of the new industrial era.

3. **Public dialogue:** We want to show the impact of physics on people’s lives, enabling informed public debate about funding and policy in areas including healthcare, climate change and cybersecurity.

To address these challenges, the IOP is establishing the following core programmes:

- The **physics ecosystem** – to ensure that the places in which people practice or study physics are inclusive and high performing; this includes schools, colleges and universities;
- The **#IOPLimitLess** Influencing campaign – to increase the number of students from currently under-represented groups taking physics and
- The **Productivity programme** – to unlock the full value of physics to positively impact society and the economy.

In helping to deliver this strategy and the above challenges, the Education Manager for Ireland and Northern Ireland will play a leading role in developing and delivering high impact projects and activities in the education sector to support Physics teaching and learning throughout Ireland at primary, second and third level.

As this is a key role within a new team, the ability to manage the ambiguity that comes from a changing environment is essential, as is the ability to work methodically and establish processes and procedures where needed.

**The Institute of Physics’ aspirations for 2020-2024**

To meet the three challenges outlined in the previous section, the IOP has six aspirations for the changed world which we wish to achieve by the end of the strategy period:

- Every secondary school pupil in the UK and Ireland will have access to a specialist physics teacher.
- Girls will make up at least 30% of those taking physics at age 16-19, and there will be double the current number of young people from black and minority ethnic and lower socio-economic backgrounds.
- There will be clear roadmaps and funding commitments from the UK and Irish Governments that propel research and development investment towards the Organisation for Economic Co-operation and Development average of 2.4% of gross domestic product.
- Double the current number of people will be employed in technical roles in physics-based and engineering businesses and the number of those on physics-based science apprenticeships will have increased by a factor of 100.
- Our publishing services to the worldwide physics community will have further improved such that the number of scientists publishing their research in our journals will grow by 25%; and
- 10% of the population will have a meaningful engagement with a physics-based public event and 1% will have sustained contact with physics.

**Key decision-making in the job**
• Developing long-term, impactful education projects and activities in Ireland and Northern Ireland and managing successful delivery.
• Identifying risks and opportunities associated with the Institute’s education work.
• Producing high quality outputs that achieve influence with key audiences.
• Offering advice and making recommendations to senior colleagues, members, trustees and external stakeholders.

**Accountability of the job**

The Education Manager (Ireland and Northern Ireland) will be responsible for managing a small team of IOP Coaches. They will also be expected to work closely with members of the IOP’s Education team, the campaign team and colleagues from across the organisation.
<table>
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<tr>
<th>Main responsibilities of the role</th>
<th>Developing and delivering high impact education projects and activities across Ireland and Northern Ireland</th>
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| 1.                               | • Lead the development of high-quality education projects and proposals, building partnership opportunities where relevant with external organisations.  
• Develop and build relationships with key stakeholders in education, including relevant agencies and departments within the Irish Government and the Northern Ireland Assembly, as well as other education, industry, academic and scientific organisations.  
• Work with the Head of IOP Ireland and Northern Ireland, colleagues from across the IOP (including a dedicated Education team) and in consultation with IOP members.  
• Work with the campaign team on influencing influencers within the education system  
• Produce written education-related policy statements, reports, consultation responses, publications, and other outputs, in consultation with stakeholders listed above.  
• Provide secretariat support to IOP committees and working groups.  
• Develop effective resource plans to deliver projects and activities.  
• Ensure work is informed by a strong evidence base and robust analysis which will include collating data and commissioning research on physics education.  
• Contribute to the development and delivery of the IOP’s strategic programmes in Ireland and Northern Ireland and ensure that key messages are communicated to appropriate audiences. |
| 2.                               | Manage education and education engagement activities across Ireland and Northern Ireland  
• Organise meetings and events with key stakeholders from education to inform and influence IOP programmes. This should include agencies within the Irish Government and the Northern Ireland Assembly, as well as other education, industry, academic and scientific organisations.  
• Lead on the delivery of an annual programme of conferences, events and seminars for teachers, for example, the Tyndall lecture series, the Frontiers of Physics Teacher Conference and CPD workshops.  
• Manage IOP relationship with external projects, where IOP is a project or funding partner.  
• Lead on the development and delivery of new projects which reflect IOP priorities and the needs of the education sector. This will include timeline and resource planning and the development of partnership opportunities with existing and new project partners.  
• Ensure that all projects within the education sector are delivered on time, on budget and within scope.  
• Develop a robust and ongoing process of evaluation and review of education projects and awards, ensuring learnings and recommendations are implemented on an iterative basis and that projects are on track to achieve their goals.  
• Prepare and manage the delivery of marketing and communication plans for the IOP’s work in schools, colleges and universities to include print and web-based materials.  
• Manage the work of IOP Coaches who deliver teacher support initiatives in schools and in partnership with other educational organisations. |
• Represent the IOP on external committees and at conferences in partnership with other relevant organisations.
• Represent the Institute and its education policy positions to the Irish Government and Northern Ireland Assembly, and other political and sector-wide bodies.
• Provide informed guidance on priorities and challenges across the education sector to senior management, senior officers and committees.
• Support the IOP membership in Ireland and Northern Ireland to promote IOP objectives and to advocate for the IOP with relevant education and policy makers.

3. Other
• Manage interns, secondees and external contractors where required.
• Contribute to broader UK-wide and Ireland education work where required.
• Contribute to other activities within Ireland, Northern Ireland and across the IOP as required.

Person Specification

The candidate

Essential
• Motivated self-starter, with a keen interest in education, science and technology, and related issues.
• Good self-manager, with the ability to work independently and/or alongside a team of other professionals (as well as other disciplines), taking responsibility for projects and tasks, measuring work against agreed objectives.
• Results-oriented and can be counted upon to meet and exceed said objectives.
• Committed to personal development and learning – understands the importance of remaining ahead of the game on matters relevant to the education sector and is prepared to take the time to invest in themselves and their own knowledge and skillset.
• Relationship focused – is dedicated to building relationships and meeting the expectations and requirements of internal and external partners.
• Functional/technical skills – holds the functional and technical knowledge and skills to do the job at a high level of accomplishment. Can work methodically and establish processes and procedures where needed.

Desirable
• Degree, or equivalent, in physics or closely related subject.
• Teaching qualification or equivalent experience.

Experience this person should have is...

Essential:
• A minimum of 3 years’ experience working in a similar role
• Leading and delivering complex projects on time, on budget and within scope, informed by and reporting to clients, employers, and/or representatives of member boards.
• Building relationships with sector-relevant stakeholders across industry, research, policy education and academia.
• Strong understanding of the education system in Ireland and in Northern Ireland and of the key priorities, challenges and opportunities across both jurisdictions.

Desirable:
- Development, delivery and evaluation of projects and activities within science education, teacher CPD or related field

**Skills this person requires are...**

- Self-motivated, organised, and able to manage own time.
- Ability to communicate clearly and effectively with members, colleagues and external stakeholders.
- Excellent presentation and written communication.
- Excellent negotiation and influencing skills.
- Excellent organisational and project management skills.
- Excellent research and analysis skills, with a particular strength in handling and interpreting data.
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives.
- Team player – the ability to work co-operatively with others to achieve common goals.
- Dependable – able to complete tasks to high standard and to deadline.
- Ability to work with minimum supervision, prioritise workload and handle multiple tasks.
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand; recognises the importance of building relationships.
- Good working knowledge of Microsoft Office / computer literate.