

Job Description

Job title	Project Coordinator - Strategic Implementation	Grade	D
Department	Education and Workforce		
Responsible to	Implementation Manager		
Revision Date	October 2025		

Purpose of the job
<p>The Institute of Physics (IOP) is the national society for the discipline of physics in the UK and Ireland. As well as being a learned society, we are also the professional body for members based in the UK, Ireland, and overseas.</p> <p>We are a professional, modern, and ambitious organisation seeking to unlock the potential of physics and physicists nationally and internationally. Our purpose is to promote the advancement and dissemination of knowledge and learning in pure and applied physics for the benefit of all. We do this by building a thriving and diverse physics workforce, raising standards, supporting careers, and addressing barriers.</p> <p>We demonstrate the importance, relevance, and impact of physics in everyday life and the role it plays in addressing society's major societal, economic, and environmental challenges. We influence change, actively engage in public and government dialogue, improving the quality of debate, informing policy, and influencing funding strategies. Above all, we are pioneering. We foster a sense of community amongst employees, members, volunteers, and people with an interest in physics, providing a platform and a voice for ideas to be heard and creating an environment which enables game-changing innovation.</p> <p>Our organisational values are at the heart of IOP and provide the foundations to empower us all to lead cultural change, deliver high performance across the organisation, and enable us to promote advancements and learning in pure and applied physics for the benefit of all.</p> <p>Our 2024–2029 strategy, titled "Physics for our Future," focuses on three key priorities: addressing the skills shortage and expanding opportunities in physics education; strengthening physics across science, research, innovation, and technology; and exploring and communicating the social and economic benefits of physics to ensure they are widely understood. The strategy emphasises collaboration within the physics community, inclusivity, and diversity, aiming to make physics accessible and welcoming to all. It also highlights the central role of IOP Publishing in supporting the organization's mission, with profits directed towards public benefit and scientific advancement.</p> <p>Working for our Strategic Implementation Manager the focus will be on supporting our affiliated schools and the broader physics teaching community. These priorities could change as our work programme evolves. Initial key responsibilities of the role include:</p> <ul style="list-style-type: none">• Providing project support and coordination for projects across the department working in tandem with the Strategic Implementation Manager.• Contact and communications administration for our Professional Community of Teaching, including through Salesforce.• Managing relationships with affiliated schools and supporting plans for growth.• Supporting online discussion and events platforms

Context of the job

The purpose of the Education and Workforce department within IOP is to work towards equity of access to a high -quality physics education for all, across every stage of the education pipeline. In turn, unlocking opportunity for all, and helping ensure physics powered sectors have access to the diverse skills and talents they need to thrive.

This directly addresses the Skills priority in the IOP's strategy: "tackling the skills shortage and opening up opportunity" as a diverse pool of skilled people is vital to fully realising the benefits of physics for society and the economy in the UK and Ireland.

Within the Education and Workforce department, the Education area is focused on addressing the teacher shortage, improving quality of teaching, and building and cultivating an education community. Workforce is focused on the skills needs of physics powered sectors, building partnerships to deliver impact and establishing and recognising technical excellence.

About the job

The Project Coordinator - Strategic Implementation is a key cross-cutting role, situated in Workforce and reporting to Strategic Implementation Manager, but with a remit working across the department, including closely with Manager: Education Community, to help ensure we are working as effectively as possible, to deliver maximum impact through our strategic priority activities.

- Coordinating events for teachers and other key groups. This will involve managing event bookings, liaising with event venues and event contributors, following budgets, liaising with colleagues for promotion and evaluating impact.
- Sending out regular newsletters to teachers. Working with the Managers this will require maintenance of mailing lists and the distribution of electronic newsletters.
- Collating data from our communities, including from surveys and forum discussions.
- Supporting the coordination of the IOP Teacher Awards scheme.

Key decision-making in the job

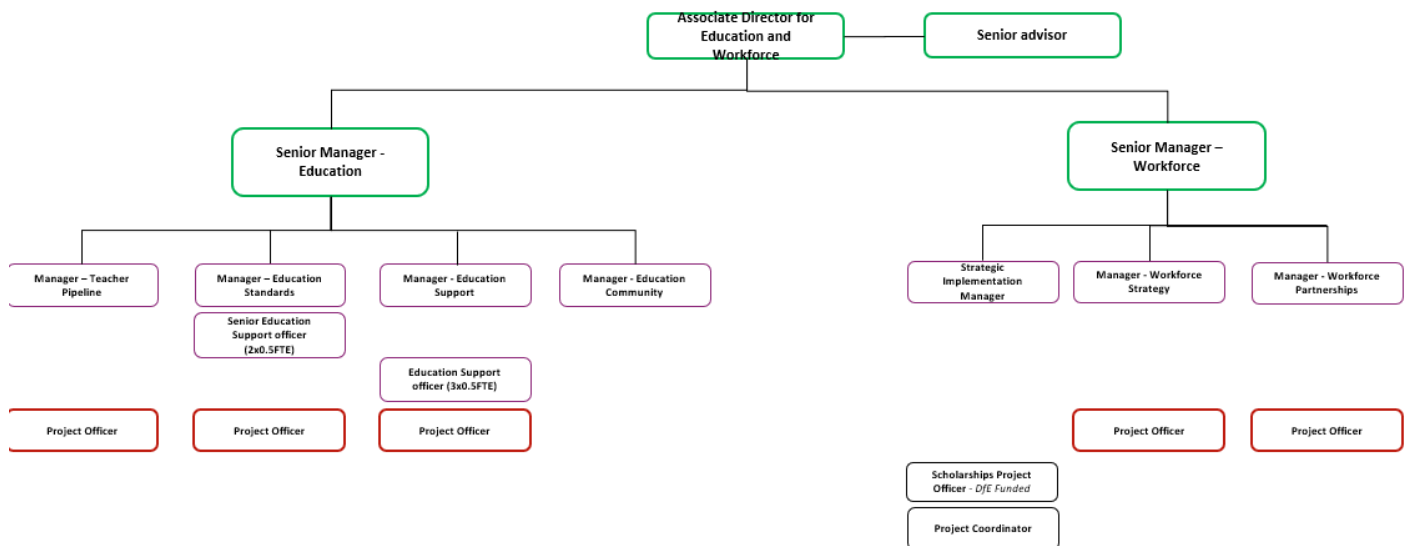
- Working sensitively and efficiently with education stakeholders and other participants across a range of IOP education-focused activities
- Working methodically and efficiently with online platforms (such as Salesforce and Message Focus), including liaising with internal and external digital teams and agencies, as appropriate.
- Working with suppliers (such as event venues) to ensure that activities meet the highest standards

Accountability of the job

- This role has no direct line reports, and reports to the Strategic Implementation Manager.
- Responsible for administering databases containing personal data
- Maintaining key relationships with stakeholders across the education landscape

Organisational chart

The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.



Main responsibilities of the role

•	Supporting the Strategic Implementation Manager with coordination support for a number of cross departmental projects and programmes annually.
•	Customer relationship management working with the Manager – Education Community to ensure the smooth delivery of electronic newsletters.
•	Coordinating in-person and online events, working with colleagues from across the department to publicise and evaluate events and their impact
•	Managing ongoing budgets for various projects across the department including compiling monthly financial reports in liaison with IOP finance department and responsibility for receiving, creating and tracking invoices.
•	Data management of teacher community contacts stored on our CRM system, ensuring data is kept up to date and relevant.
•	Working collaboratively with teams in IOP to support cross IOP initiatives such as the Limit Less campaign.
•	Exemplify IOP's values- objectivity, inclusivity, excellence, and openness- in all interactions and deliverables.

Person Specification

We are looking for someone who...
<ul style="list-style-type: none">• Has a drive for results, who can be counted on to meet or exceed goals successfully• Can manage and measure work effectively, taking responsibility for tasks and decisions• Is customer focussed and dedicated to meeting the expectations and requirements of internal and external customers / partners• Has great functional/technical knowledge and skills to do the job at a high level of accomplishment• Is committed to their personal learning, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly
Experience this person should have is...
Previous experience of outward-facing project coordination role - essential
Skills this person requires are...
<ul style="list-style-type: none">• Team player – the ability to work co-operatively with others to achieve common goals• Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties• Influencing skills – the ability to bring others to your way of thinking diplomatically• Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives• Dependable – able to complete tasks to high standard and to deadline• Organisational skills – 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• Communication skills – ability to express information clearly and effectively in written and oral form• Computer literate – good working knowledge of Microsoft Office
Qualifications required are...
Educated to – level 3 standard - essential