

Job Description

Job title	Project Officer Workforce Partnerships	Grade	C
Department	Education and Workforce		
Team	Workforce		
Responsible to	Manager Workforce Partnerships		
Revision Date	June 2025		

Organisation Context

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.

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.

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.

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.

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 organisation's mission, with profits directed towards public benefit and scientific advancement.

Purpose of the role and accountabilities

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 work is central to the IOP's strategy, the objective of our Skills priority is "tackling the skills shortage and opening up opportunity", Essentially, 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 – people changing the world in a range of roles from Quantum Architects to Nuclear Technicians.

In addition to functionally reporting to the Skills Strategic Impact Board, the Workforce team will also play an active and engaged role on education and workforce issues in science and business via contributing to the Science Strategic Impact Board, and in other boards such as Society / Advocacy and Membership as and when necessary.

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, establishing and recognising technical excellence.

This role reports to the Manager, Workforce Partnerships and has a core purpose of supporting and shaping activities that:

- leverage our evidence and insights to identify and develop institutional partnerships at the national and regional level through which we can deliver impact against our overarching Skills priorities.

The Project Officer, Workforce Partnerships takes a lead in celebrating the crucial role of physics-related technical talent to the workplace through operational management and administration of the Technical Skills Awards.

Key decision-making

- Guaranteeing a high level of customer satisfaction and excellence in stakeholder management – involves a high level of contact with members and stakeholders in the third sector, business and academia
- Identifying opportunities to positively develop and refine workflows, processes and systems
- Support ensuring targets are on track and reporting is timely and work with the wider team to mitigate and overcome any shortfalls

- Managing the Technical Skills Awards budget, providing scrutiny and supporting budget forecasting – responsible for authorising payment requisitions and invoices, ensuring that spending is appropriate and meets IOP guidelines and reports on annual budgets and activity

Key accountabilities

- Project Management: supporting the management of projects including coordinating the administrative activity of a portfolio of projects; flagging connections across projects and activities to maximise impact; ensuring Teams channels are well managed and key information is captured, indexed and tagged
- Stakeholder mapping and management: including exemplary use of Salesforce CRM and excellent communication in engagement with external stakeholders
- Support activities that contribute to building a strong partnerships base including in person and online events: collection and analysis of data, surveys, stakeholder engagement, development of presentations and other communication assets. Coordination of Press and PR with the Communications and Marketing and Policy and Public Affairs teams as required
- Technical Skills Awards: lead the administrative and operational management of the annual cycle of awards
- Financial data: budgetary monitoring of the Technical Skills Awards budget: may authorise expenditure up to £1K
- Level of responsibility and risk: IOP reputational risk is medium to high in the Technical Skills Awards programme which is scrutinised by elements of the community and works directly with and supports the Vice President for Education and Skills who chairs the judging panel. Direct engagement with external stakeholders and partners, often at a senior level
- Internal cohesion: contributing to a joined-up approach to Awards, business engagement, HE, partnership and fundraising activities across IOP
- Key supporting role in the implementation and delivery of partnership projects, activities and thought leadership to influence positive change in the education and workforce ecosystem
- Working collaboratively with line manager and internal teams to support cross IOP initiatives such as Limit Less

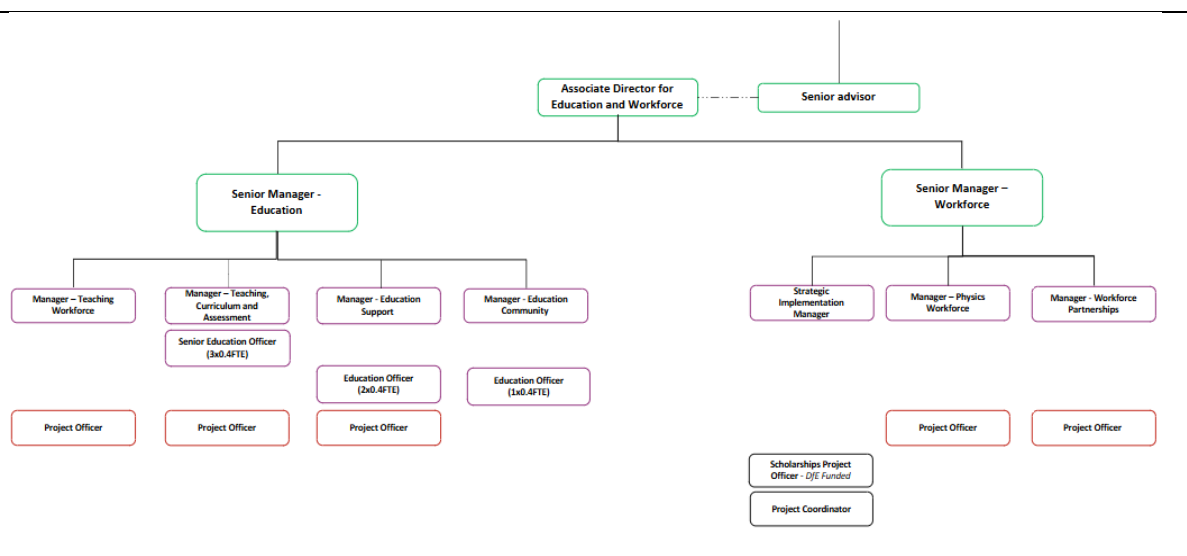
Ways of working

The Project Officer, Workforce Partnerships will demonstrate collaborative, evidence-led, and impactful ways of working to achieve organisational objectives by:

- Building and maintaining effective working relationships with counterparts across departments, encouraging knowledge sharing, alignment, and mutual support
- Working collaboratively with key colleagues within cross-cutting teams to support communication of the Workforce team's work and supporting a joined-up approach to delivery of activities led by other teams which contribute to Workforce and Skills outcomes
- Supporting delivery of rigorous analysis and research underpinning all project, partnership and advocacy initiatives, maintaining IOP's reputation as a credible thought leader
- Maintaining some knowledge of the education and skills ecosystem and key players within it.
- Maintaining open and transparent communication with the Workforce team, within the E&WF Senior Management Team, with wider organisational colleagues as required, and with external stakeholders, balancing virtual and in-person interactions effectively.
- Champion the coordination of alignment of all activities to deliver measurable outcomes, such as increased stakeholder engagement, improved reputation, and tangible progress on strategic goals
- Exemplify IOP's values - objectivity, inclusivity, excellence, and openness - in all interactions and deliverables

Organisational chart

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


Main responsibilities of the role
Partnerships and engagement

To support the Manager, Workforce Partnerships to shape and embed a cohesive, strategic partnerships approach, including:

- Undertaking stakeholder analysis to map out organisations, members and target business contacts to engage in Workforce programmes and partnership activities
- Working with the Data Insights team, undertake desk-based research and seek referrals to identify contacts in target audiences
- Updating and maintaining all member and stakeholder details in Salesforce CRM to drive effective management of data, visual dashboards and relationship intel

Project and administrative management

To support the Manager, Workforce Partnerships to manage a portfolio of activities and projects, including:

- To support and lead project management and administration of bids, contracts and partnership activities from inception to evaluation and conclusion.
- Identify, assess and control risks, escalating to line or senior management where appropriate in a timely fashion.
- Maintain a log of risks, complaints and irregularities for resolution and optimisation of operational performance and stakeholder experience.

Events and communications	To play a critical role in the administration of: • The execution of engagement campaigns. development of advertising, case studies, and digital and print collateral to raise the awareness and visibility of physics-related routes to employment, and Technical Skills Awards, ensuring message and brand consistency. • Leading the administration of all aspects of meeting, event and workshop delivery to engage external stakeholders and potential funders
Technical Skills Awards	To lead the annual cycle of delivery of administration and operation of the Technical Skills Awards including taking responsibility for: • Governance and reporting to judging panels and Nominations Committee including terms of reference, briefing documents, committee papers, panel agendas and presentations, and evaluation of each awards cycle incorporating improvements • Manage judging panel membership, including search and identification of potential new members, induction and support for new panel members • Working with the Operations Group to maintain alignment and efficiency in the annual Awards cycle and the Data Insights team on nominations EDI data • Carrying out the end of cycle review annually to ensure continuous improvement and incorporation of improvements • Bringing winners into the membership and engaging them in appropriate IOP opportunities such as featuring in Classroom Physics, taking part in public engagement events, acting as Member case studies etc.
EDI	• To follow and promote best practice in diversity and inclusion across all aspects of your work

Person Specification

We are looking for someone who...

Creativity and thought leadership:

Is creative in their approach; adept at supporting partnership work and gathering stakeholder insight; supports the use of different models of engagement to drive knowledge transfer, thought leadership, and increase our organisational influence

Communication:

Can help to bring data and evidence to life for specialist and non-specialist audiences using different methods and approaches; has excellent presentation and writing skills; Can support implementation of communications that highlights our work and engages members, stakeholders and potential funders in our programmes and projects

Priority setting: Has a drive for results and can be counted on to manage involvement in multiple projects, meeting or exceeding goals; understands and uses time well to focus on what's important; understands what will help or hinder progress and works collaboratively to eliminate roadblocks and maintain focus.

Planning: Effectively scopes out length and difficulty of tasks and projects; implements project plans, milestones and goals; anticipates problems and roadblocks; evaluates and measures performance that subsequently adds to the team knowledge base and a cycle of continuous improvement.

Assumes Responsibility: Willingly assumes responsibility for individual and collective undertakings. Understands the importance of accountability, scrutiny and reporting to good governance and operational effectiveness. Takes responsibility for the identification, assessment and appropriate escalation of risks and threats to the IOP, its programmes and projects.

Managing and Measuring Work:

Takes responsibility for tasks and decisions appropriate to the level of the role; feeds progress and results back to line manager and ensures feedback is used to inform future work. Understands and shares responsibility and accountability to perform and complete work on time and within budget. Is committed to their personal learning, picking up the need to change personal and interpersonal behaviour quickly

Motivating Others:

Contributes to a team and organisational climate for success; empowers others by inviting input and sharing ownership appropriate to the level of the role; values individual contributions and plays a part in creating a positive team environment by communicating openly and clearly

Experience this person should have is...

Role specific experience

- Project management, programme and events administration
- Writing and maintaining accurate documentation, including reporting for senior boards and committees
- Expertise in scoping, building and maintaining relationships with internal and external stakeholders to drive organisational success
- Communicating effectively with stakeholders through use of face to face, written and digital methods
- Experience of partnership working to drive opportunities for raising organisational profile and influence
- Knowledge of, or willingness to build domain knowledge of skills stakeholder audiences

General criteria:

- Skilled in the administration of multiple projects and supporting quality assurance through evaluation and monitoring processes
- Strong planning, organisational and time management skills are essential with the ability to effectively juggle multiple priorities
- Familiarity with cross-functional collaboration, supporting alignment across diverse teams and disciplines

Skills this person requires are...

- Team player – the ability to work co-operatively with others to achieve common goals
- Proactive – to think ahead and act to ensure the smooth and timely 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
- Computer literate – good working knowledge of Microsoft Office applications and CRM and other communication systems
- Communication – High level written and verbal communication skills. Ability to communicate clearly and effectively with members, colleagues and external stakeholders
- Flexibility – the ability to amend work and project plans whilst responding to changing circumstances
- Relationship management - people skills, tact and diplomacy to manage relationships with stakeholders including members who volunteer their time and expertise

Qualifications this person requires are...
• GCSE English and Mathematics at Grade C or above, or equivalent (essential) • Recognised administrative qualification, e.g. City & Guilds, Pitman, etc. (desirable)