

## Job Description

<b>Job title</b>	Student and Early Career Engagement Officer	<b>Grade</b>	C
<b>Department</b>	Membership & Inclusion		
<b>Responsible to</b>	Member Community and Engagement Manager		
<b>Revision Date</b>	January 2026		

### 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 and careers; 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

Physics has a critical role to play in tackling global challenges, and to achieve this we need an engaged, supported, and effective community of physicists. A key part of that community is students and early career members—those studying physics at university and those transitioning into employment.

This role exists to inspire and connect the next generation of physicists, ensuring every student and early career member feels part of a thriving physics community. Through innovative engagement programmes, campus presence, and digital experiences, the post-holder will help students see the IOP as their professional home from day one.

By building strong relationships and creating meaningful opportunities for networking, CPD, and collaboration, this role ensures students can fully participate in and contribute to the physics community, gaining value from their IOP membership and supporting their journey into fulfilling careers.

### **Accountabilities**

#### **Key Deliverables**

- Deliver a high-impact engagement programme for students and early career members, including PLANCKS preliminaries, CAPS, and the inaugural Careers Fair.
- Lead engagement with university physics societies and manage the Campus Ambassador network to ensure coverage at  $\geq 85\%$  target institutions.
- Develop and maintain strategic partnerships with international student bodies (IAPS, EPS).
- Produce monthly KPI reports and quarterly impact stories on engagement activities.
- Ensure effective governance and compliance for student-related activities and budgets.

#### **Decision-Making Authority**

- Independently plan and deliver student engagement events and campaigns within agreed budgets.
- Authorise member expenses and invoices up to £1,000.
- Make operational decisions on ambassador recruitment, event logistics, and society engagement.
- Escalate strategic changes, budget variances, or reputational risks to the Member Community and Engagement Manager.

#### **Stakeholder Relationships**

- Internal: Membership team, Marketing, Careers & CPD, Education, EDI, International, Events & Conferences.
- External: University physics societies, Campus Ambassadors, student volunteers, international student bodies, event partners.
- Maintain strong relationships with member volunteers and ensure positive engagement with committees.

#### **Performance Measures**

- Retention & conversion: Year-on-year increase in Associate retention and conversion to full Membership.
- Engagement metrics: Event attendance growth (+20% YoY), Ambassador coverage at  $\geq 85\%$  target universities, positive feedback (NPS  $\geq +40$ ).
- Recruitment impact: Increase in members aged 18–30 and scientific apprentices.
- Qualitative outcomes: Impact stories published quarterly; volunteer satisfaction  $\geq 80\%$ .

#### **Reporting Lines**

- Reports to: Member Community and Engagement Manager.
- Direct reports: None, but oversees activities of the Student Panel and Campus Ambassador programme.

## **Contribution to Governance**

While formal governance responsibilities rest with the Executive Team and Heads, effective governance is supported by contributions from colleagues at all levels of the organisation.

These contributions are essential to ensuring transparency, accountability, and the successful implementation of strategic objectives. Colleagues may contribute to governance in the following ways:

### **Providing accurate and timely information**

Colleagues play a key role in ensuring that decision-makers have access to relevant, up-to-date, and accurate information to support informed governance and oversight.

### **Implementing policies and procedures**

By embedding organisational policies into daily operations, colleagues help ensure that strategic decisions are translated into consistent and compliant practice.

### **Supporting compliance and risk management**

Colleagues contribute to the identification, reporting, and mitigation of risks, and help maintain compliance with legal and regulatory standards.

### **Participating in working groups or advisory panels**

Colleagues may be invited to contribute their expertise and perspectives through participation in internal committees, project groups, or advisory forums that inform governance decisions.

These contributions reflect a shared commitment to good governance and help foster a culture of integrity, accountability, and continuous improvement across IOP.

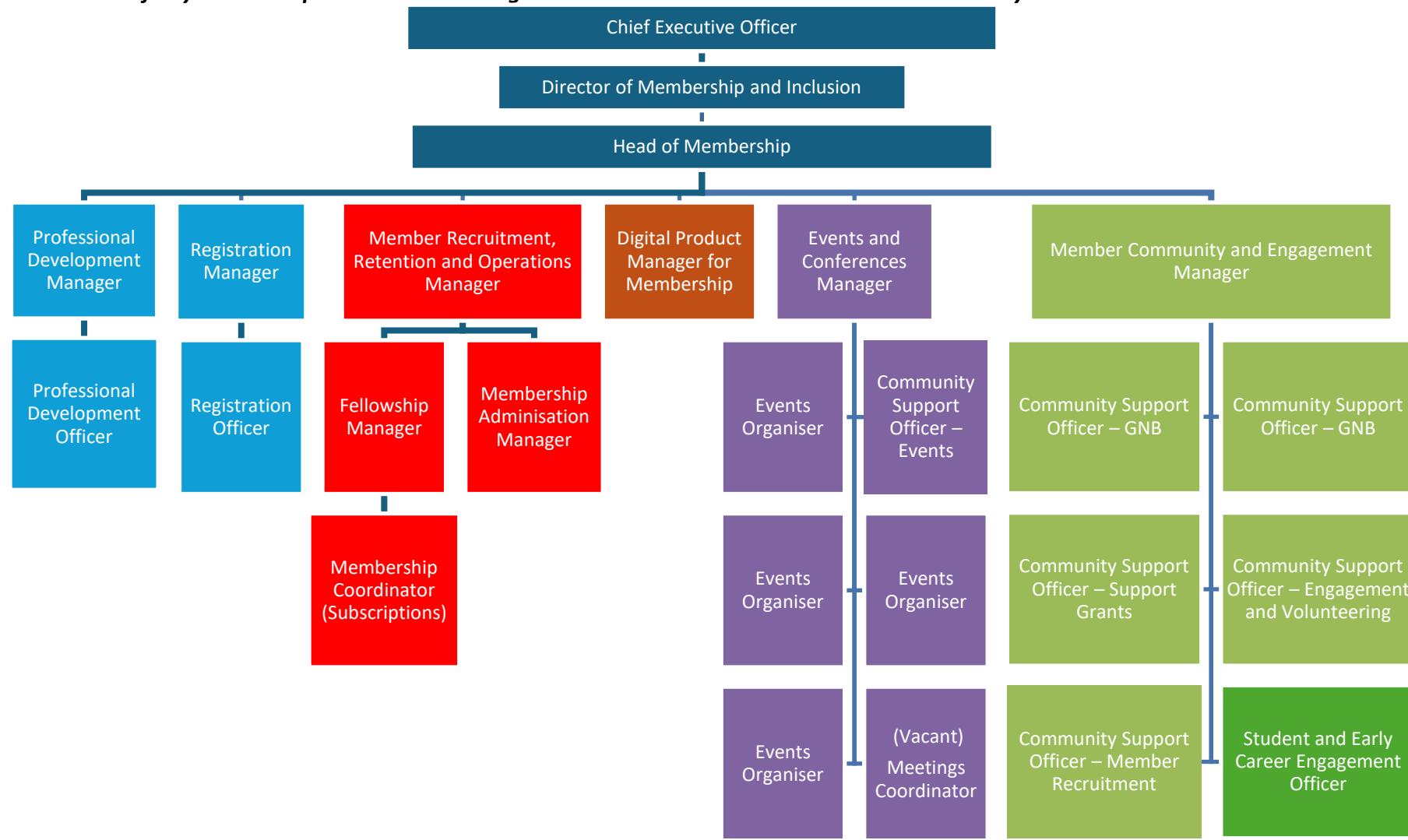
## **Ways of Working**

At IOP, we are committed to fostering a collaborative, inclusive and impact driven working environment. All colleagues are expected to:

- Work collaboratively across teams and functions to deliver shared goals and contribute to a culture of transparency and mutual support.
- Demonstrate integrity by being a good corporate citizen, ensuring that work is evidence based, impartial and aligned with IOP's strategic priorities.
- Champion diversity and inclusion, actively contributing to an environment where everyone feels respected, valued and able to thrive.
- Engage constructively with stakeholders, to promote the value and impact of physics.
- Embrace flexibility and innovation, adapting to change and seek continuous improvement in how we work and deliver services.
- Take ownership and accountability for individual and team outcomes, upholding high standards of professionalism and conduct

## Organisational chart

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



<b>Main responsibilities of the role</b>	
<b>Student engagement and societies</b>	<ul style="list-style-type: none"> <li>Champion and grow engagement with university physics societies across UK and ROI, ensuring societies deliver impactful activities aligned with IOP strategy that increase participation and membership.</li> <li>Act as the primary liaison for societies, providing governance guidance and operational support, and ensuring compliance with IOP policies and procedures, as well as the Code of Conduct.</li> <li>Develop toolkits and grant schemes for societies to innovate and increase participation.</li> <li>Ensure societies utilise allocated budgets, processing claims promptly and monitoring impact.</li> <li>Encourage best practice in managing, following and promoting IOP EDI standards through their work, interaction with colleagues, stakeholders and members.</li> </ul>
<b>Recruitment and retention</b>	<ul style="list-style-type: none"> <li>Co-design and deliver a dynamic student and apprentice engagement offer that drives Associate Member grade retention and conversion to the Member grade.</li> <li>Partner with colleagues across the Membership department to implement recruitment campaigns targeting students and apprentices.</li> <li>Hold regular focus groups and pulse surveys to gather feedback, identify barriers, and propose actionable solutions.</li> </ul>
<b>Events and programmes</b>	<ul style="list-style-type: none"> <li>Create experiences through a high-impact annual events and activity programme for students strengthening member engagement. Current events include PLANCKS preliminaries, FUSE, and the Conference of Astronomy and Physics Students (CAPS).</li> <li>Project manage the inaugural IOP Careers Fair (2026) and future careers events, embedding EDI and accessibility standards.</li> <li>Integrate students and apprentices into national/regional volunteering opportunities to strengthen community ties</li> </ul>
<b>Ambassadors and Careers</b>	<ul style="list-style-type: none"> <li>Recruit, train, and manage ambassadors across UK/ROI universities, ensuring coverage at ≥85% target institutions.</li> <li>Work with IOP teams to promote physics careers and CPD pathways for students and apprentices.</li> <li>Develop recognition schemes for ambassadors and student leaders</li> </ul>
<b>Governance and Finance</b>	<ul style="list-style-type: none"> <li>Support committee nominations and elections, ensuring inclusive processes and timely delivery.</li> <li>Provide onboarding and guidance for committee members via digital handbooks, webinars, and workshops.</li> <li>Manage budgets effectively, ensuring ≥90% utilisation of allocated funds and accurate quarterly forecasting.</li> <li>Identify, assess and manage risks and threats to the IOP, its programmes and projects within their specialism.</li> </ul>
<b>Communication and collaboration</b>	<ul style="list-style-type: none"> <li>Coordinate timely, targeted communications via e-bulletins, social media, and web updates to promote student engagement.</li> </ul>

	<ul style="list-style-type: none"> <li>• Build strong partnerships with international student bodies (e.g., IAPS, EPS) and national counterparts.</li> <li>• Organise cross-committee networking sessions and collaborative events to share good practice.</li> </ul>
<b>Data and insight</b>	<ul style="list-style-type: none"> <li>• Maintain accurate member and engagement data in the CRM.</li> <li>• Monitor and report KPIs monthly (retention, conversion, event attendance, ambassador coverage, prize nominations).</li> <li>• Produce quarterly impact stories and annual evaluation reports to inform the IOP strategy.</li> </ul>

## Person Specification

<b>We are looking for someone who...</b>	
<b>Creativity and Thought Leadership</b>	Demonstrates the ability to apply clear insight and creative thinking to complex challenges. Uses analytical skills and evidence-based reasoning to contribute innovative ideas and solutions. Offers intellectual input that supports the development of projects, programmes, and team initiatives.
<b>Communication</b>	Communicates effectively through clear, concise, and engaging written and verbal communication. Presents ideas with clarity and impact and actively listens to others to ensure mutual understanding. Engages constructively with colleagues and stakeholders to support collaborative working.
<b>Priority Awareness</b>	Effectively manages personal workload in alignment with team and organisational priorities. Demonstrates sound judgement in identifying what is most important and takes proactive steps to address potential barriers to progress.
<b>Planning and Organisation</b>	Plans and organises work efficiently, setting clear objectives and timelines. Anticipates potential challenges and adapts plans accordingly. Monitors progress and evaluate outcomes to support continuous improvement and delivery of high-quality results.
<b>Collaboration and Delegation Support</b>	Works collaboratively with colleagues, contributing to shared goals and supporting the delegation of tasks where appropriate. Demonstrates a strong sense of shared responsibility and is proactive in offering support to others
<b>Responsibility and Accountability</b>	Takes ownership of individual responsibilities and understands their contribution to wider organisational objectives. Demonstrates a commitment to accountability, transparency, and risk awareness in all aspects of work. Escalating where appropriate.
<b>Work Quality and Impact</b>	

Delivers consistently high-quality work by setting clear goals, monitoring progress, and incorporating feedback. Strives for continuous improvement and contributes to the overall effectiveness of the team.

### **Team Contribution and Motivation**

Fosters a positive and inclusive working environment. Recognises and values the contributions of others, encourages collaboration, and supports a culture of openness, respect, and shared success.

#### **Experience this person should have is...**

##### Role-specific experience

- **Engaging Students and Early Careers:** Proven experience engaging students or those early in their career, ideally through outreach, careers, or membership programmes.
- **Volunteer and Committee Support:** Experience working with volunteers or committees, understanding motivations and challenges.
- **Partnership Management:** Track record of managing relationships with universities, societies, or professional bodies.
- **Event Delivery:** Ability to plan, organise, and evaluate programmes of events (e.g., conferences, skills workshops) to a high standard.
- **Communication Skills:** Ability to present confidently and write engaging content for digital platforms.
- **Relationship Management** Skilled at building and maintaining partnerships with universities, societies, and volunteers.

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

- **Relationship-building:** Ability to develop trust and rapport with diverse stakeholders.
- **Organisation & prioritisation:** Ability to plan, manage multiple projects, activities and deadlines effectively.
- **Influencing and negotiation:** Bring others on board with ideas diplomatically.
- **Communication:** Confident in writing engaging content and speaking publicly.
- **Problem-solving:** Identify barriers and propose workable solutions.
- **Financial awareness:** Understanding of basic budgeting and expense processes.
- **Digital competence** Comfortable using MS Office and CRM systems (e.g., Salesforce) for data management and reporting.

#### **Additional transferable skills:**

- Capable of interpreting engagement data and feedback to inform improvements.
- Skilled at working across teams and building partnerships to achieve shared goals.

#### **Qualifications this person requires are...**

- Educated to A-level standard or equivalent (essential).
- Lived experience/understanding of the student landscape (desirable).
- Full driving licence and access to a car (desirable)