



JOB DESCRIPTION

Job title	Salters' Outreach Ambassador
Unit	Salters' Education Team
Location	Remote working as well as Salters' Hall, 4 London Wall Place, London, EC2Y 5DE with UK travel necessary on occasion
Salary	London Living Wage plus Holiday Pay
Hours	As and when required
Contract type	Temporary Casual Contract
Reporting to	Programme Manager (KS3- KS5 or equivalent and Universities)
Additional information	This vacancy may require an enhanced DBS check depending on activities undertaken

The opportunity

The Worshipful Company of Salters is currently seeking to recruit Outreach Ambassadors who will support the Salters' Institute in delivering our education provision to young and adult learners, families and school groups.

Company and Institute overview

First licensed in 1394, The Salters' Company has its origins in the salt trade of medieval London. This later developed to a commitment to chemistry and, more broadly, science education.

The Salters' Institute of Industrial Chemistry, the flagship charity of the Salters' Company, was founded in 1918 as a response to the disrupted chemistry education of soldiers returning from WW1. Since then, the Salters' Institute has established a reputation for excellence, working with a range of partners including the Royal Society of Chemistry and the University of York. The Institute's influence stretches across the world. Its aims are clear: to promote the appreciation of, and interest in, chemistry and the related sciences amongst young people and to encourage chemistry-based careers. The Salters' Institute delivers numerous outreach initiatives including Chemistry Club, Festivals of Chemistry, Public Programmes and its Awards Programme. In 2020, the Institute launched its new Education Strategy in which the Salters' Outreach Ambassadors have an important role.

The role

The Outreach Ambassadors, reporting to the Programme Manager (KS3-KS5 or equivalent and Universities), will be undergraduate students studying chemistry (or related sciences) at university who support and contribute to the Salters' outreach activities and education programmes. This includes the opportunity to be part of both face-to-face and digital outreach.

Professional Development Opportunities

As a Salters' Outreach Ambassador, you will be able to:

- become part of a community of other like-minded university students, giving you valuable opportunities to network
- develop your transferable skills (particularly communication, planning, organisation and leadership) which are sought after by a range of employers
- gain experience in educational outreach that creates positive change
- engage in extracurricular activities which will strengthen your CV and future job applications
- gain a reference, depending on your engagement
- engage with a young audience and inspire a future generation of chemists!
- join our prestigious alumni community offering networking, mentoring and social events

Contract

As-and-when contracts (also known as temporary casual contracts) are used where there is no mutual obligation on the parties. The Salters' Company is not required to provide work, and if it does offer work, the worker is not obliged to accept it. The Salters' Company uses such contracts to cover short term or one-off activities to achieve set objectives. Normally the hours of work will be ad hoc and dependent on the worker signing up for tasks/duties. Typically, a worker on an as-and-when contract will remain on the payroll but will have periods of work with breaks in between where no work is done. Such workers are normally paid on timesheets.

Responsibilities

Outreach Ambassadors will support:

Public Programmes

The delivery of a diverse range of Public Programme events for early years, primary students, secondary students, families and adults, including but not limited to:

- supporting the facilitation of interactive workshops and events that are designed to bring chemistry to life
- demonstrating simple but dynamic experiments and explaining the chemistry behind them in an engaging way
- leading tours of Salters' Hall bringing the history of the Company alive while advocating for the educational and outreach work of the Salters' Institute

Chemistry Club

The design and development of the Salters' Institute's Chemistry Club, an online, interactive learning platform for 11-14 year olds, by:

- creating content, such as quizzes, word searches and fill in the blank exercises
- peer-reviewing content produced by other Outreach Ambassadors
- supporting the creative planning for future themes explored in the platform

Festivals of Chemistry

The support of the three-stage blended programme encouraging students to discover chemistry by:

- creating digital content to be shared on the Festivals of Chemistry website
- facilitating in-person Discovery Days across the United Kingdom
- researching and collating resources to support the Chemistry for Good Challenge

Other

- Other Salters' Institute educational outreach activity on an ad-hoc basis within the scope of the role, for example supporting with Awards and Alumni events, the Salters' Annual Lecture, or office-based admin tasks

Additional security pre-employment checks

1. Confirmation of Right to Work documentation.
2. Receipt of two references.
3. A satisfactory Disclosure and Barring Service (DBS) check due to regulated activity involving children where applicable.

Person Specification

	Essential	Desirable
Experience and qualifications <ul style="list-style-type: none">• Current undergraduate studying chemistry or chemistry-related sciences at a UK university.• Experience of working as part of a team.• Experience of working with young people.• Experience of working in a customer facing environment.	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
Knowledge <ul style="list-style-type: none">• Knowledge of chemistry terms, concepts and topics.• Awareness of the barriers faced by young people from groups Under-represented in higher education.• Understanding of STEM and educational pathways at primary and secondary levels.• Knowledge of different chemistry-related careers.	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
Skills <ul style="list-style-type: none">• Strong communication skills, especially writing, editing and proofreading, with ability to write for a range of audiences.	<p>✓</p>	

<ul style="list-style-type: none"> • Excellent time management and organisational skills with the ability to prioritise work in order to meet competing deadlines. • Excellent interpersonal skills. • Excellent attention to detail. • Ability to use initiative and have a creative approach to problem solving 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Attributes</p> <ul style="list-style-type: none"> • Interest in, and commitment to the values, vision, aims and objectives of the organisation. • Self-motivated and proactive with a passion to work with, and for, young people to inspire and encourage learning. • Enthusiastic about sharing their passion for chemistry. • Committed to equality, diversity and inclusion. • Reliable and punctual. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
<p>Other</p> <ul style="list-style-type: none"> • Ability to satisfy an enhanced DBS check. • Interest in and knowledge of the current issues surrounding science education and outreach. 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓