



Education Officer

The Operational Research Society is seeking an Education Officer to undertake a range of duties in support of the Society's aims and objectives to advance knowledge and interest in Operational Research.

The Job

The appointee will work with the Society's Board and various committees in a wide variety of education related matters, from supporting policy decisions to operational arrangements. Duties will focus mainly on the Society's education outreach programme, OR in Schools, by: promoting Operational Research in schools, at open days, and conferences; resourcing and developing appropriate educational materials; arranging programmes of workshops and visits to schools for volunteers; providing training and support to volunteers; developing other projects in support of OR in Schools; representing the Society at a variety of meetings where education issues are under discussion; keeping the Society up to date on education news and developments; helping to research and collate members' views on education matters and preparing discussion papers to inform national debates.

The person selected will also have an opportunity to contribute to other strategic projects such as helping to improve membership engagement and supporting the Society's analytics initiative, for example, collating information about setting up, and demand for, professional qualifications in analytics.

Person Specification

Essential characteristics

- An honours degree in a numerate subject
- Good presentation and communications skills (written and oral)
- Ability to research, collate and summarise facts and views in good English
- Understanding of Operational Research and its benefits
- A good team player and self-starter, and well-motivated
- Previous experience of working with young people and/or in educational outreach.

Desirable characteristics

- A degree in Operational Research or related subject
- Relevant knowledge of and interest in the academic and/or scientific sectors, and an understanding of key policy issues in mathematical sciences education/research.
- Flexibility: prepared to travel round the UK; undertake changes in task at short notice; lend a hand with others' tasks in the office at peak times
- Good planning and organisational skills
- Confident user of social media
- Capable of working to deadlines

Further Details

The job is based at the Society's office in central Birmingham. There is free on-site parking; the main Birmingham railway stations are within easy walking distance; and there is good access by bus from all parts of the city and surrounding area.

The normal office hours are 8.30 to 4.30 Monday to Friday, though it will be necessary to work outside these hours from time to time. The appointee would be expected to work at the office daily, and would therefore need to live within commuting distance. The job requires travel within the UK.

Holiday entitlement is 25 days per annum, plus public holidays and around 5 'office closed' days. The Society operates a non-contributory money purchase pension scheme for all staff.

The Society has a non-discrimination policy and does not tolerate discrimination on grounds of age, gender, race, disability, religious belief or sexual orientation.

The target start date is 17th November 2014.

The salary range is £25k - £35k.

The OR Society

The OR Society has around 2500 members, based in over 50 countries. With its origins in 1947, it is the world's longest-established and second largest OR society, and enjoys a high international standing. With a turnover of around £1m, the Society publishes five international learned journals and a monthly news magazine, all available both in print and online; runs the largest annual national OR conference outside the USA, and other conferences; offers the UK's leading OR training programme; runs an accreditation programme for members; maintains a suite of four websites; has a programme, 'OR - the Science of Better', to promote the benefits of OR to the wider public; and represents the OR community to official and professional bodies. All of these services, as well as administrative functions, are provided by the Society's seven full-time staff, with assistance from three part-time contractors and numerous volunteers. The Society is a registered charity and a company limited by guarantee.

The Society is governed its Board of Trustees and various committees.

Further information about The OR Society can be found at www.theorsociety.com.

There is further information about OR at www.LearnAboutOR.co.uk and at www.ScienceofBetter.co.uk

Applications

Applications should consist of a CV **not exceeding two pages**, together with a covering letter of **not more than one page**, which should explain the reason for your interest and the qualities you feel make you an ideal candidate. They should be submitted **by email only**, to gavin.blackett@theorsociety.com. The closing date is **Friday 19th September 2014**.