

Sentinus



**Inspiring
the next
Generation**

Background

As the home of STEM outreach in Northern Ireland, engaging 60,000 young people annually, Sentinus is supporting the development of the regional economy by helping address STEM skills shortages. With an emphasis on hands on activity and experiential, problem based learning in STEM subjects, Sentinus is inspiring the next generation of scientists, engineers, innovators, digital developers and entrepreneurs.

Through participation in Sentinus programmes, young people of all ages develop important employability and STEM skills, helping them prepare to become contributors to the local economy. They gain a real understanding of the value of the subjects as a foundation on which to build a career in any sector. Sentinus works with every post-primary school and approximately 330 primary schools each year in Northern Ireland.

With a proven track record of almost 40 years, Sentinus has a wealth of experience in developing and delivering activities and events specifically designed to engage, excite and inspire young people in the STEM subjects and works with a wide range of partners and UK professional bodies, delivering national, as well as locally developed, programmes in Northern Ireland. These include:

- STEM workshops for Foundation level and Key Stages 1, 2, 3 & 4;
- Project based learning programmes for primary and post primary;
- Research & Development placements and programmes;
- STEM challenges and competitions;
- STEM careers events;
- Celebration events.

Sentinus endeavours to give relevance to classroom learning in STEM subjects, particularly through building links between schools and industry, bringing role models into the classroom and giving young people the opportunity to spend time working in STEM workplaces.

Sentinus is a company limited by guarantee and a charity, registered with the Charity Commission for Northern Ireland, with operations managed by the Chief Executive, reporting to the Board of Trustees. The primary function of the Board is to support the Chief Executive and ensure appropriate governance procedures are in place to allow the organisation to operate effectively and within guidelines for established best practice. The Board also offers advice and support on strategic direction of the organisation.

Operations Manager Role

Reporting to the Chief Executive, the Operations Manager will be responsible for the management and delivery of Sentinus programmes, working closely with the whole staff team to ensure activities are delivered to appropriate standards, on time and within budget. He/she will also be responsible for review of programmes and identifying opportunities for the development of new initiatives.

Working alongside the Chief Executive, he/she will be involved in building, consolidating and maintaining relationships with a wide range of Sentinus stakeholders, including current funders, partners, private and public sector organisations, councils and academia. Identifying potential new partners and sources of funding will also be a key element of the role. The Operations Manager will

be required to be completely familiar with Sentinus programmes and activities and understand the strategic positioning of the organisation as a key deliverer of activity to support both young people and teachers, in an effort to help address skills shortages in the STEM sector.

You will be a highly motivated person with proven management experience, advocacy skills and experience of income generation, establishing and maintaining relationships with stakeholders and the ability to identify opportunities for the development of the organisation.

As this is a senior role you will need to be flexible, undertaking such duties as may be required, including working evenings, weekends and public holidays if required.

Key Responsibilities:

- Management and delivery of Sentinus activities;
- Development of new programmes and activities;
- Supervision of project managers and associate staff involved in delivery of activities;
- Ensuring appropriate training is in place for delivery staff;
- Working with administrative staff to ensure appropriate support for delivery of activities is in place;
- Responsible for quality management of activities and ensuring performance targets are met;
- Ensuring activities are delivered within agreed budgets;
- Serving as a member of the management team and implementing policy decisions;
- Creation and management of systems to support efficient delivery of Sentinus activities;
- Development of relationships with key stakeholders, funders, private and public sector organisations with an interest in STEM enhancement and enrichment;
- Giving strategic consideration to development of activities to support Government priorities eg Carbon Net Zero
- Identifying and responding to funding opportunities;
- Enhancing the profile of Sentinus through the use of social media;
- Compiling performance reports;
- Representing Sentinus at a strategic level on committees and at presentations, launches or events;
- Strengthen Sentinus brand, profile and reputation among funders and external stakeholders;
- Undertaking such duties as the Chief Executive may require.

This job description is not intended to be exhaustive. The post-holder will be expected to take on responsibilities and tasks as necessary to ensure the effective delivery of Sentinus STEM enhancement and enrichment activities. The post will primarily be based in Lisburn but will involve travel throughout Northern Ireland.

Person Specification

Education and Professional Qualifications	Essential:	<ul style="list-style-type: none"> • Education to degree level; • Degree in STEM discipline or relevant experience.
	Desirable:	<ul style="list-style-type: none"> • Membership of STEM professional institution.
Skills/Knowledge	Essential:	<ul style="list-style-type: none"> • Management expertise; • Strong leadership skills; • Ability to maintain excellent working relationships with other staff and volunteers; • Ability to develop and maintain relationships with stakeholders; • Experience of generating funding and managing budgets; • Ability to build and manage high-performing and motivated teams; • Ability to multi-task effectively and work well under pressure; • Technologically competent, including MS Excel, databases and web based solutions to support delivery and achievement of targets; • Use of social media to promote activities; • Excellent communicator; • Experience in event/project management including delivery and development.
	Desirable:	<ul style="list-style-type: none"> • Knowledge of business/education links; • Knowledge of current education system; • Experience of developing links between education and industry.
Relevant Experience	Essential:	<ul style="list-style-type: none"> • Managing a number of projects at one time; • Leading and working as part of a delivery team; • Development and maintain relationships with stakeholders; • Working on own initiative, setting own targets for self and team; • Managing and motivating staff; • Writing successful funding applications; • Report writing; • Public speaking/presenting.
	Desirable:	<ul style="list-style-type: none"> • Working within a STEM outreach or business education links organisation; • Advocacy/lobbying at political or government department level.

Inter-Personal Skills/Qualities	Essential:	<ul style="list-style-type: none"> • Highly motivated and able to work independently on own initiative; • Ability to communicate effectively with individuals and groups; • Well developed written communication skills; • Commitment to excellence in delivery of Sentinus programmes; • Resilience when working under pressure; • Ability to work with and motivate other people to achieve goals; • Commitment to diversity and inclusion.
	Desirable:	
Other Factors	Essential:	<ul style="list-style-type: none"> • Availability to work outside normal office hours, sometimes at short notice. • Access to transport and willing to travel to meet the needs of the post.
	Desirable:	

Remuneration & Benefits

Salary:	£28K - £32K per annum depending on experience
Workplace Pension Scheme:	5% employee contribution matched by employer (10% total)
Company Life Assurance:	All full time staff automatically enrolled
Annual Leave:	22 days (rising to 25 after 5 years), plus 15 statutory days
Parking:	Free onsite carparking available

How to Apply

To submit an application please send a full CV, to include the names and contact details of two referees, one of which should be your current or most recent employer, plus a personal statement explaining your interest in the post.

In addition, please include a statement demonstrating how you meet the criteria outlined in the person specification and what you feel you can bring to the post.

Please include your current or most recent salary and indicate when, in the process, we are able to contact your referees. You should also include details of your required notice period for your current employer.

Applications should be sent to: bill.connor@sentinus.co.uk

Closing Date: Wednesday 17th April 2024 by 4.30pm

First Interview: Wednesday 25th April 2024