NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Armagh Observatory and Armagh Planetarium (AOP)

Name of Host

Organisation

**1. Interchange Manager’s details**

Aaron Tumelty

Name

Organisation/

The Department for Communities (DfC)

Department

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**Head of Education and Community Outreach**

Secondment – up to February 2019.

Type of Opportunity

1. **Details of hosting opportunity**

Description of opportunity

**OVERVIEW**

The Armagh Observatory was established in 1790 by Archbishop Richard Robinson as part of his dream to see a university in the City of Armagh. It is the oldest scientific institution in Northern Ireland and the longest continuously operating astronomical research institute in the United Kingdom and Ireland. The Armagh Planetarium was founded in 1968 by Dr Eric Lindsay, the seventh Director of the Armagh Observatory. It is the oldest operating Planetarium in the UK and Ireland and has been the public face of astronomy for the past 50 years. The Observatory and Planetarium are located within approximately 14 acres of attractive, landscaped grounds, known as the Armagh Astropark, in close proximity to Armagh City. Together, the Armagh Observatory and Planetarium (AOP) deliver internationally recognised research in astronomy and related sciences and vibrant educational and outreach programmes for all ages.

**Governance arrangements**

AOP is a single statutory corporation (“The Governors of the Armagh Observatory and Planetarium”) that operates under the Armagh Observatory and Planetarium (Northern Ireland) Order 1995. It is grant-funded by the Northern Ireland Executive, with the Department for Communities (Northern Ireland) (DfC) acting as the sponsor department. It is classified as an executive Non-Departmental Public Body and has charitable status.

AOP is governed by an independent Board of Governors with a statutory remit to develop the knowledge, appreciation and practice of astronomy and related sciences. The Board of Governors is supported by a Management Committee, which discharges the majority of functions relating to setting the strategic direction of the organisation, governance and accountability. There are historic links with the Church of Ireland, and the Archbishop of Armagh is Chair the Board of Governors.

**Budget, staff complement and organisational structure**

AOP’s resource budget for 2017/18 is £1.7m including core funding from DfC, grant funding for astronomical research from research funding bodies in the UK and Ireland and self-generated funding via theatre admissions, shop sales and outreach activity.

In April 2016, the Armagh Observatory and the Armagh Planetarium became one organisation, registered with the Charity Commission. Previously AOP had operated as two distinct institutions within a single statutory corporation. AOP operates under the direction of recently appointed Director, Professor Michael Burton. There is a staff complement of 25, including scientific, educational and administrative personnel. Currently there are 6 tenured astronomers in addition to the Director, and a dozen post-doctoral fellows and PhD students.

**The Armagh Observatory and Planetarium**

The Mission of the Armagh Observatory and Planetarium is:

*“To advance the knowledge and understanding of astronomy and related sciences through interactive engagement and the execution, promotion and dissemination of astronomical research nationally and internationally, in order to enrich the intellectual, economic, social and cultural life of all members of the community.”*

Main objectives of the opportunity

**OVERALL PURPOSE:** The Head of Education & Community Outreach (HECO) will report directly to the Chief Executive Officer. The HECO will be responsible for overseeing the development and delivery of high quality and dynamic education and community outreach programmes at AOP, focused on developing knowledge and understanding of space and astronomy and fostering interest in STEM/STEAM subjects, contributing to education and lifelong learning, particularly of those living in disadvantaged areas and working with all community backgrounds.

The secondment opportunity is for an Interim Manager with a focus on leading the Education and Outreach function of AOP through a transition period and stabilising and modernising AOP’s ability to provide an excellent visitor experience within the constraints of reducing public sector finance.

The post holder will provide leadership to all staff in Education and Community Outreach and serve as a member of the Senior Management Team (SMT), thereby contributing to the corporate leadership and management of the organisation as a whole.

**ROLES & RESPONSIBILITIES:**

**Education and Outreach**

Lead and manage the development, delivery and evaluation of education and outreach programmes and events, in particular with the Planetarium, and often designed to engage those who may not normally use AOP, such as hard to reach young people, teenagers, older people and families and in particular those from different communities who can use the shared facility of AOP to engage with one another. Continually improve the range, effectiveness and reach of education and outreach interventions in line with strategic objectives – including customer experience, satisfaction levels of visitors and recipients of education and outreach.

Lead the Education and Support Officer team, ensuring that job rotas are in place for an efficient and effective delivery of service at the Planetarium.

Contribute to the review and implementation of revised terms and conditions of service and operational policies, to include review of structure, job roles and working arrangements aligned to the delivery of corporate objectives.

**Collaboration**

* Liaising with schools, colleges and teachers to promote the use of AOP’s outreach and education programmes in line with the national curriculum at all Key Stages with a view to developing a long-term sustainable relationship with schools and colleges, including innovative delivery of syllabus material.
* Lead the Education and Outreach group in engagement with AOP’s Astronomers to ensure the results of research are promoted within the Planetarium.
* Facilitating space and astronomy-inspired activities and events in the local community in response to requests from schools and community or other interest groups or to promote particular exhibitions.
* Working with the CEO in responding to requests for information from government departments or other official bodies.
* Working with other Departments and their ALBs, with an education and outreach function to maximise the links and opportunities for shared experiences and marketing etc.
* Contribute to the new comprehensive ICT strategy (in particular with relation to the needs of the Planetarium and associated educational services), HR Strategy and Corporate Strategy, as well as the annual business plans, in partnership with other members of the SMT.
* Collaborate with other external stakeholders, including the local council, heritage partners and potential funders in helping to achieve AOP’s strategic objectives, particularly in regard of the STEM/STEAM, T:BUC agendas.
* Work in partnership with HoCS in regard of CSR, Monitoring Round bids, Easements etc.
* Ensuring compliance quantitative and qualitative metrics for the outreach and education function is completed and updated regularly.

**Marketing and Commercial Activity**

Develop a marketing, communications and media engagement action plan for the outreach and education work with a view to increasing the profile of AOP’s outreach and education work; to develop and market AOP and the events programme; to pursue opportunities to increase funding from existing sources; and to develop new revenue streams and partnership opportunities with schools, the community and voluntary sector, industry and others.

**Strategic Leadership**

Provide strong and effective leadership for the education and outreach function of AOP and serve as a member of the Senior Management Team, contributing to strategic, business and financial planning for AOP and ensuring due regard for the proper governance of the organisation. Line management responsibility for staff within Education and Outreach.

**General including Corporate / Executive Leadership**

Contribute to the corporate leadership and management of AOP as a member of the Senior Management Team by promoting a culture of openness, transparency and accountability, including the development and monitoring of the business planning process and KPI measurement. Establish a network of useful and productive partnerships when required.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**EDUCATION AND QUALIFICATIONS**

**Essential Criteria**

* At least three years’ experience in managing a visitor attraction or educational entity, with knowledge of current trends in interactive exhibits, workshops and education. A minimum of one years’ experience in a management position, with financial and people management responsibilities, would also be required.
* On successfully taking up the post, the role holder will be required to understand AOP business operations, build networks with various stakeholders, carry out a full range of duties to an acceptable standard and become established within the organisation as part of the SMT.

**Desirable Criteria**

* A third level qualification.

**KNOWLEDGE AND SKILLS**

**Essential Criteria**

Due to the nature of this role it is necessary for the post holder to have:

* Excellent communication skills (both verbal and written), with proven ability to present information in innovative and creative ways and respond to questions effectively from groups of managers, clients, customers and the public.
* Experience of successfully leading and managing outreach and educational activities.
* Effective organisational and management skills with proven ability to delegate responsibility and accountability to ensure delivery of specific objectives and outcomes.
* Excellent interpersonal and people management and strong team-building skills and the ability to represent AOP nationally and internationally.
* Successful relationship and team building experience with proven ability for partnership working and communicating with a broad range of internal and external stakeholders.

**4. Personnel: Please state below**

Who will the individual report to?

CEO and Director – Michael Burton

Who will be the individual’s line manager and/or reporting officer?

CEO and Director – Michael Burton

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

Individual and their organisation.

**Benefits to Individual:** The post-holder will gain valuable experience across a range of areas in an internationally recognised academic institution and a top local educational facility and visitor attraction. Dealing with a diverse range of customers, including the general public, the post-holder will manage competing demands to ensure that all needs are met and expectations exceeded.

**Benefits to AOP:** AOP will benefit from the experience the post holder will bring from their parent organisation, developing and integrating new improved working procedures where appropriate.

**Benefits to Parent Organisation:** The post-holder will gain practical, transferable skills across education and outreach and valuable communication and governance duties. The parent organisation will benefit from the post-holders valuable experience in managing a wide range of operational duties.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

Desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** The position is available immediately.

**Duration:** Up to February 2019.

**Location:** The holder will based at the Armagh Observatory and Planetarium, College Hill, Armagh and will have a desk in the Planetarium building, with access to a computer, internet etc.

**Salary:** £47,749 to £52,334.

**Funding:** Funds for the position will be through the AOP’s core funding. A business case for the position has been approved by DfC.

**Selection:** Paper sift followed by interview and presentation.

**Contact:** For further information about the post please contact Diane Neill in Armagh Observatory and Planetarium on 028 3751 2968 or by email to [dcn@arm.ac.uk](mailto:dcn@arm.ac.uk).

**Closing Date:** 5.00pm on Friday 02 March 2018.

**7. Endorsement**

**Interchange Manager**

Aaron Tumelty

Signed

19 February 2018

Date