



Chief Executive

Introduction from the Chair

Dear Candidate,

Thank you for your interest in becoming our new Chief Executive. This is an important role for our organisation as we look to embark on the exciting next phase of our journey and achieve our ambitions for the coming years.

STEM (Science, Technology, Engineering and Mathematics) industries are fundamental to societal progress. But diversity of those who research and work in STEM industries has long been an issue. We know that poverty and social background remain huge barriers to progressing to university and a career in STEM. In2scienceUK exists to break those barriers and provide opportunities for young people from disadvantaged backgrounds to progress to university.

In2scienceUK is an award-winning impact led organisation that has supported thousands of young people and has engaged hundreds of volunteer researchers and STEM professionals who provide inspiring placements, mentoring, information, guidance and expertise. Internal and external evaluations highlight the proven impact of this inspiring programme which receives over 3000 student applications each year. During COVID-19, we quickly transformed the programme online and we now have an interactive and engaging mentoring, workshop and information sharing platform that going forward will add value to the placement programme.

More recently we have launched our Alumni and in2research programmes. The Alumni programme focuses on boosting employability skills and opportunities for its former students while in2research provides opportunities for young people from under-represented backgrounds to progress into postgraduate research. The organisation is successful and has an experienced and passionate team with a good base of funders and partners. It is my privilege to chair an active and engaged board of trustees.

Our current CEO and Founder, Dr Rebecca McKelvey, will be stepping down from the CEO role later this year but is remaining within the organisation to focus on advocacy and advancement. As we reach our five year point, now is the perfect time for Rebecca to hand over the baton to a new CEO who brings with them a new set of skills that will enable us to achieve our ambitions for growth.

We are looking for an entrepreneurial and inspiring leader who knows what it takes to scale up an organisation that is current modestly sized but highly successful and impactful to achieve even greater reach and support more young people from low-income and disadvantaged backgrounds to move into STEM. It may be that you are a CEO currently and looking to be part of an organisation that is going through an exciting period of growth, or you could be operating as a COO or Director and looking to step into your first CEO role. Whatever your background, you will share our mission to empower people from disadvantaged backgrounds to achieve their potential and become the next generation of researchers, innovators and pioneers.

We are committed to building a truly diverse workforce here at In2scienceUK. If you share our commitment to this, bring the skills and leadership qualities we are seeking and are excited by our vision we'd love to hear from you.

Jonathan Flowers
Chair of Trustees

About Us

In2scienceUK was founded in 2010 by Dr Rebecca McKelvey, who aimed to provide young people from low-income and disadvantaged backgrounds an opportunity to gain practical insight into the STEM sector as well as the knowledge and confidence to progress to degrees and careers.

Each year In2scienceUK receives over 3,000 student applications and gives nearly 600 students the opportunity to take part in life-changing opportunities, working alongside researchers and industry professionals to get hands-on STEM experience over the summer.

Over 75% of participants progress onto degrees. This is something we are proud of, as we are not a gifted and talented programme and aim to take students of all levels studying STEM subjects. Independent evaluation highlights the significant positive impact of the programme with more young people following the programme stating that 'people like them work in STEM' compared to controls. UCAS (STROBE) analysis of our 2019 students show that they are significantly more likely to apply to and progress to a Top University compared to controls.

Our Vision and Mission

Poverty and social background are huge barriers to progressing to careers within STEM. If students don't receive the right guidance and support through their schools and personal networks, they may never consider pursuing a career within this sector.

By providing high quality opportunities and support for young people from disadvantaged backgrounds at the start of their career journey, In2scienceUK empowers them to achieve their potential and become the next generation of researchers, innovators and pioneers.

Diversity in STEM:



Under 10%
of life science
professionals...



15% of
academics...



and 6% of
doctors...

...are from working class backgrounds.

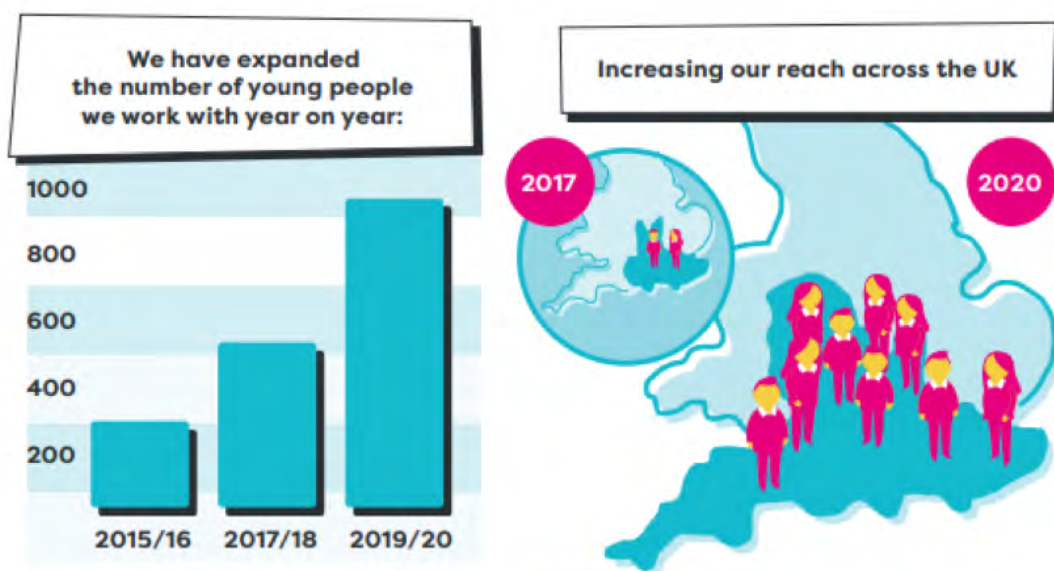
(Social Mobility Commission, 2017)

Our Impact

At In2scienceUK, we place a strong emphasis on measuring the impact that our STEM placement programmes have on our students. We are enormously proud to continue delivering outcomes that transform the lives of talented young people from disadvantaged backgrounds.

In2scienceUK has partnered with **schools, businesses, research centres and higher education institutes** to support over **2000 young people** progress towards university STEM education and careers. This year we have expanded our support in **London** and the **South East, the South West of England** and the **West Midlands** to the **North West** support more young people than ever before.

Below are some of the highlights from our 2020 Impact Report, which you can read in full [here](#).



Our 2020 programme supported **567 young people** from disadvantaged backgrounds:



66%

are in receipt of Free School Meals



83%

have parents who have not attended higher education



54%

are on free school meals and have parents who have not attended higher education

Job Description

Role overview

You are passionate about social mobility and ambitious for change. You share our frustration that such a societally important sector as STEM lacks the benefits of inclusion and diversity. A strategic problem solver, who can build an organisation onto the next stage of development, you have experience in growing and building organisations, ideally to national level. To do this you will come with experience of how to build financial sustainability into a growing organisation delivering important work. You have excellent interpersonal skills and an eye for opportunities. You have experience at building inclusive, diverse, flexible teams and a strong organisational culture. You know how to build relationships over time, and you aren't phased by ambitious targets. You love working in the environment of a small, ambitious organisation. You're a team player who knows how to collaborate and is able to keep their eye on the bigger picture.

Key responsibilities

Strategy and Leadership

- Accountable for ensuring that In2scienceUK delivers, grows and innovates its programmes.
- Ensure high levels of staff engagement and morale and the development of our HR processes to support effective staff recruitment, induction and development of all staff (full time and interns).
- Effective line management of the Director of Programme, Head of Regions, Fundraiser and Lead Ambassador.
- Raise the profile of the charity and generating leads through participation in conferences and external speaking opportunities.
- Responsible for overseeing and (where appropriate) managing relationships with a range of senior stakeholders, including supporters, business partners, governmental partners and school leaders.

Governance

- Responsible (with the Chair of Trustees) for ensuring the clear strategic leadership and direction of the organisation, and deploying the help which the trustees can provide.
- Reporting on progress against objectives to the Board, and for reviewing and managing key risks.
- Overseeing the effective recruitment and management of the Board including setting and running the annual calendar of meetings, any subcommittees and steering groups.
- Accountable to Trustees for ensuring processes are in place to safeguard all young people and that there are a series of organisational policies around data protection and HR.
- Accountable for working with the Chair of Trustees to submit annual reports and accounts to maintain charitable status.

Fundraising and Communications

- Lead the fundraising and communications strategy, ensuring that In2scienceUK has a growing funder and supporter base which will cover the costs of its ambitious expansion goals.
- Oversee the work of the Fundraising and Communications staff, ensuring that there is a pipeline of fundraising bids and where appropriate, taking the lead on writing these bids.
- Help to ensure a sustainable income from individual, corporate, legacy and trust donations.
- Prepare impact reports for funders and other key stakeholders in line with agreements.
- Develop a consistent brand, message and tone of voice for In2scienceUK and ensure that this is reflected in all internal and external communications.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder. The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager (the Chair of the Trustee Board).

Person Specification

Knowledge and Experience

Essential

- A successful track record of leading an organisation through a period of growth, either as a CEO or as part of a wider senior leadership team.
- Strong strategic operations experience, including ensuring sufficient and robust infrastructure is in place to support future growth sustainably.
- Significant experience of leading financial and strategic planning, as well as budget management and financial management procedures.
- Sound understanding of income generation strategies and knowledge of developing diverse and sustainable pipelines.
- Experience of working with a Board and of developing and maintaining robust governance, including risk strategy and management, and financial management.

Desirable

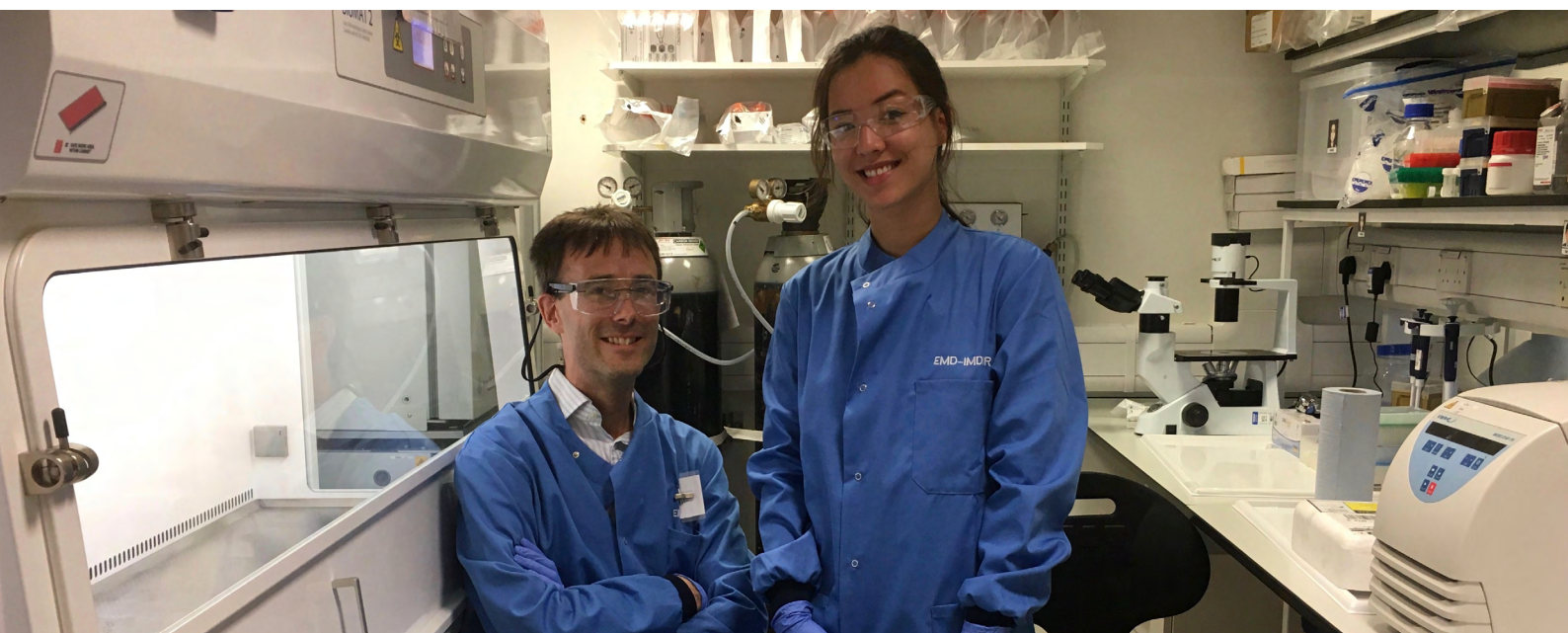
- Charity governance experience.
- Networks in the university or STEM field and/or experience of building highly effective relationships that result in funding streams and further impact.

Skills and Abilities

- Strategic problem solving abilities; someone who can build an organisation onto the next stage of development.
- An excellent ability to use an evidence-led approach to measure impact and influence change.
- Clear leadership skills, able to motivate and inspire a highly committed and hardworking team.
- The ability to build strong and effective relationships with a diverse range of internal and external stakeholders.

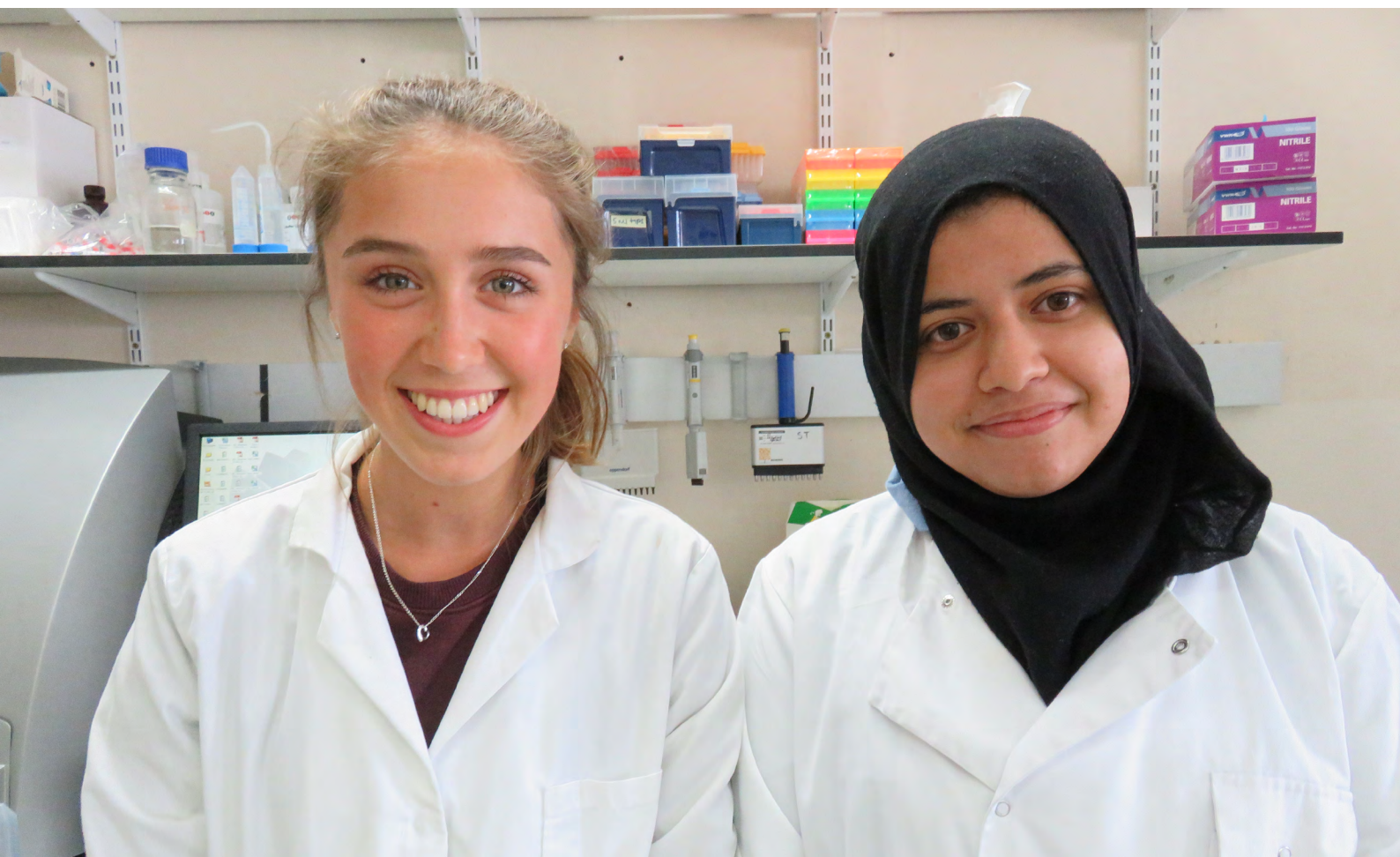
Style and Behaviour

- You are an innovator who has a knowledge and passion for our work and building organisations strategically.
- You believe passionately in equal opportunities and that social mobility can and must be improved.
- You are not driven by ego and are a natural collaborator who builds rapport easily with all sorts of people; you love to help others shine.
- You are resilient, positive, proactive and have a growth mindset, backed up with a strong passion for our cause and our mission.



Terms of Appointment

Salary	The salary for this role is up to £65,000 per annum, and will depend on the value your specific skills and the experience you bring.
Working hours	We will consider this on a full time or part time (0.8) basis. We are open to considering other forms of flexible and agile working arrangements.
Location	We are all currently working remotely, successfully. Post-lockdown we are likely to continue with significant remote working. We may retain a presence at our previous space (103C Camley Street, Kings Cross N1C 4PF). We do not see location as a significant factor in employment, it will be for the post-holder to make it work.
Pension	7% match funding.
Annual leave	28 days annual leave plus bank holidays.



How to Apply

We hope you will consider making an application. If having read through the candidate brief you have any questions about the appointment, please contact Katy.Giddens@starfishsearch.com or Mark.Crowley@starfishsearch.com.

To make an application, please go to <https://starfishsearch.com/jobs/in2scienceuk-ceo/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

Being a diverse and inclusive organisation is at the heart of everything that we do, and we actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

Closing date: Friday 14th May 2021

Preliminary interviews with Starfish: w/c 31st May 2021

Informal meetings with In2scienceUK: w/c 14th June 2021

Interviews with In2scienceUK: w/c 21st June 2021



