Kielder Observatory Astronomical Society:
Job Description and Person Specification

1. **Post Title:** Astronomer and Science Communicator

2. **Location:** Kielder Observatory, Black Fell, Off Shilling Pot, Northumberland, NE48 1ER

3. **Relevant to this Post:** Annual commuting costs contribution
Timekeeping policy (flexible working)
Permanent contract
Night-working hours

4. **Organisation Relationships:** Post holder will report to the Director of Astronomy and Science Communication

Salary: £29,000 - 33,153.20 per annum (pro rata for part-time)

5. **Description of Role:**
The post's primary purpose is to fulfil the vision, mission and charitable objects of Kielder Observatory Astronomical Society by delivering and leading events at Kielder Observatory and other sites as required.

The duties contained in this job description are not exhaustive and the postholder will be required to carry out other duties commensurate with the purpose of the role.

6. **Primary Duties:**

Events
The postholder will contribute to the event programme at Kielder Observatory and any other site in the following ways:

- Presenting different topics of astronomy
- Leading tours
- Guiding stargazing sessions
- Developing material for new events and new observing programmes
- Managing guest arrival, check-in and departure
- Ensuring the safety and wellbeing of guests
- Ensuring the site is kept clean and tidy, and any hazards are reported immediately to the Duty Manager
- Maintaining telescopes and other equipment on a day-to-day basis
- Ensuring that volunteers are monitored and supported
- Completing administrative tasks required to support the smooth running of the organisation
- To act as Duty Manager on rotation:
    - recommending whether an event should be cancelled or relocated and activating correct procedures, with the authorisation of the CEO/senior officer on call;

- leading and organising the night's event(s);
- supporting the event team to engage the guests fully;
- supporting the training of volunteers;
- carrying out all daily checks as detailed;
- acting as Health and Safety Officer on duty, Fire Warden and First Aider;
- responding to enquiries received via generic email address;
- briefing team on duty of any organisational news;
- ensuring the Observatory is safe, clean and tidy;
- ensuring all administration requirements are met;
- completing event reports;
- reconciling till and cash at the end of each night;
- carrying out daily stock checks of consumables and informing office of requirements;
- responding to customer queries by phone and on social media;
- ensuring smooth handover to Duty Manager for the next night.

Other duties

- The postholder will participate in KOAS's activities and programmes, such as education, delivering planetarium experiences, workshops and teacher CPD, arts, science and research, marketing, and income generation.
- The postholder will represent KOAS at science festivals and exhibitions, in interviews with the media, and as guest lecturers at other events.

7. General Duties and Responsibilities:

Communications

Employees will actively participate in team meetings, formal and informal, use communications channels respectfully, be responsive to requests from other members of the team, and liaise with managers, trustees and stakeholders as appropriate.

Information Management

Employees will adhere to information management requirements re the gathering and analysis of data.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

Equality and Diversity

KOAS is committed to giving everyone an equal chance to live, learn, and work free from discrimination and prejudice. Employees are required to abide by this principle and KOAS policies.

Sustainability and Ethical Practice

KOAS is committed to becoming carbon neutral and to ensuring the highest standards of ethical practice. Employees are required to demonstrate support for these principles.

Appraisal and Personal Development

Employees have a responsibility to commit to the appraisal process and to their own personal and professional development.

Financial Management

Employees have a responsibility to be familiar with KOAS's Financial Procedures and to adhere to them.

Health and Safety

Employees have a responsibility to be familiar with KOAS's Health and Safety Handbook and to adhere to all procedures contained within it.

Quality Assurance

Employees have a duty to contribute to continuous improvement in all aspects of the organisation.

KIELDER OBSERVATORY

	Essential	Desirable	Method of Assessment
Qualification	• Passion for astronomy demonstrated through either educational background or personal pursuits • Minimum 2 + years' experience delivering regular science talks / presentations to the public	• Postgraduate degree • Degree in relevant subject and/or significant experience in astronomy or science communication • Teaching experience in any setting	Application Interview References
Skills and Knowledge	• A proven record of science communication (verbal or written) • Strong pre-existing knowledge of astronomy • Strong understanding of the night sky • Fluent and confident public presentation skills • Strong presentation curation and creation skills • Strong written and verbal communication skills • A high level of practical and organisational skills • A high degree of computer literacy in basic software and software specific to astronomy and astrophotography • Valid driving licence	• Specialisation in, e.g., astrophysics, astrophotography • People management – coaching and training • Risk management • Health and Safety awareness • Commercial experience • Charity operations experience	Application Interview References
Characteristics	• Team player • Enthusiastic • Flexible • Attention to detail • A high degree of self-motivation and discipline • Commitment to ongoing CPD		Application Interview References

	• Ability to work in a changing and flexible organisation • Ability to assess situations, act on own initiative and justify decision-making • Ability to build rapport with people from all backgrounds, of all abilities, and of all ages		