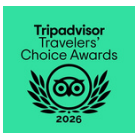




# Recruitment Pack

## STEM Delivery Manager

Closing Date: 28 June 2026



[dundeesciencecentre.org.uk](https://dundeesciencecentre.org.uk)

# Inspire the Innovators of Tomorrow.

## Welcome!

Thank you for your interest in joining the dedicated and passionate team at Dundee Science Centre - an award-winning visitor attraction located in the heart of *"the coolest little city in Britain"* (GQ Magazine). As a registered charity, **we are committed to making science accessible to all.**

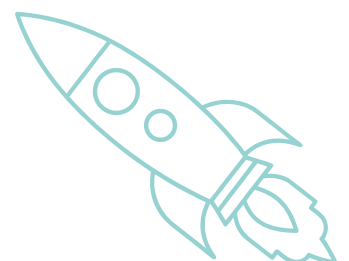
For over 25 years, we've inspired curiosity, ignited imaginations, and brought science to life for people of all ages and backgrounds - a quarter-century of wonder.

Now, we look ahead to the next chapter: **Beyond Wonder.**

This recruitment pack will walk you through everything you need to know, including:

- An overview of our science centre - values, people, mission
- The job description and the kind of skills and experience we're looking for
- Employee benefits we can offer
- Comments from our team

If you're passionate about STEM and want to help make science accessible while inspiring the innovators of tomorrow, we can offer a rewarding and meaningful career with excellent growth opportunities – all within an organisation committed to inclusion and diversity.



# All About Us.



Dundee Science Centre is an independent charity and lifelong learning resource dedicated to inspiring curiosity, confidence, and connection through science. For over 25 years, we have been at the heart of our community, supporting families, educators, and science professionals to learn, explore, and grow together.

**Our Purpose is to bring people together to enjoy science.** Through interactive exhibitions, outreach programmes, and festivals, we create engaging, hands-on experiences that inspire people of all ages. Our activities extend beyond our building, reaching communities across Dundee, throughout Scotland, and beyond. Creating opportunities for collaboration between scientists, educators, communities, and the public.

**Our Vision is to foster a curious community that is confident and engaged with science.** We encourage exploration, discovery, and lifelong learning, helping people develop the confidence to engage with science and understand its impact on everyday life.

**Our Mission is to make science accessible.** We work to remove barriers to participation, creating inclusive and welcoming experiences that enable everyone to discover, understand, and enjoy science.

Everything we do is guided by our **values**. We are **fun** in creating memorable experiences, **creative** in our approach to learning and engagement, **authentic** in the relationships we build and the science we share, and **caring** in our commitment to supporting our visitors, partners, communities, and each other.

Crucially, we are also supported by the people who visit us - through Gift Aid donations, venue hire, purchases in our coffee shop, and participation in our programmes. Every contribution directly helps us widen access to science for all.



# Job Description.

We are looking for a **STEM Delivery Manager**

**Salary:** £35,000

**Responsible to:** Head of Business Development

**Responsible for:** Business Development Lead, Marketing Assistant, 3 x Senior Science Communicators

**Contract:** Permanent

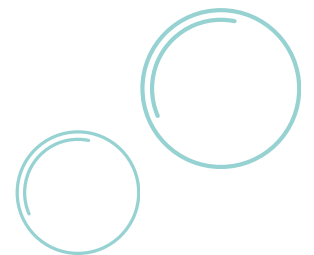
**Hours:** Full time (37.5 hours per week)

**Location:** Dundee Science Centre, 14 Greenmarket, Dundee, DD1 4QB.



## Role Purpose

The STEM Delivery Manager is a pivotal and high-impact role at the heart of Dundee Science Centre's future— championing our mission to make science accessible for communities across Scotland. This is an opportunity for an experienced manager to oversee the planning, coordination and successful delivery of Dundee Science Centre's projects, programmes and partnership activities.

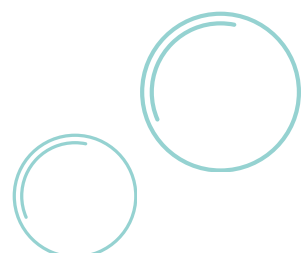


## Role Purpose Cont.

This exciting new role has been developed to support the delivery of our 2025-2030 Strategic Plan. We are seeking an accomplished people manager to lead a multi-functional team and work collaboratively with colleagues to deliver:

- exceptional STEM communications across all platforms – real and virtual
- partnership project development and delivery
- the ambition of our Marketing plan – raising our profile and supporting the delivery of our strategic outcomes

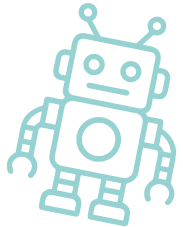
The successful candidate will contribute to the organisation's strategic priorities through effective project management, collaborative leadership and a commitment to continuous improvement, securing long-term sustainability, expanding our reach into communities, and maximising our social, economic, and environmental impact, helping to power the next phase of our growth and ambition.



# Main Responsibilities

## Team Management and Development/Team Leadership

- Line-manage and support a multi-functional team, fostering a positive, collaborative and high-performing team culture
- Support staff development, performance and wellbeing in line with organisational values
- Member of the People Manager Team to support staff development, performance and wellbeing in line with organisational values



## STEM Engagement - making science accessible

Work closely with the STEM Development and Fundraising Manager to:

- build science communication expertise and Dundee Science Centre's reputation working with communities, researchers and businesses
- develop and deliver engaging and fun STEM experiences in the centre and in other venues, including the development of the quarterly shows
- create social media content which highlights Dundee Science Centre's commitment to making science accessible



## Main Responsibilities cont.

### Delivery of Partnership Projects

Work with colleagues to:

- deliver exceptional STEM engagement projects on time, on budget and delighting audiences
- analyse and report activities and impacts internally and externally
- develop and maintain successful relationships with funders and partners in schools, communities, colleges, academia and businesses.

### Marketing & Profile Raising

Work closely with marketing colleagues to:

- Deliver the marketing strategy
- Contribute to raising the organisation's profile through storytelling, impact reporting and stakeholder communications
- Ensure consistency in how Dundee Science Centre communicates our brand, mission, impact and partnership opportunities



# Person Specification.

## Essential

- Experience of managing staff and leading successful teams
- Highly collaborative colleague with matrix management experience
- Experience within Project Management in STEM engagement, commercial, education, culture or visitor attraction sectors
- Excellent written and verbal communication skills, including developing persuasive proposals and cases for support
- A passion for engaging stakeholders and building productive and meaningful partnerships
- Ability to use data and insight to demonstrate impact and inform decision-making
- Exemplify Dundee Science Centre's Values and Behaviours
- Commitment to equity, sustainability and community engagement

## Desirable

- Experience contributing to or delivering marketing, communications or profile-raising activity
- Experience of major project development and delivery



## Person Specification cont.

### What Success looks like....

- Increased and diversified STEM experiences that aligns with Dundee Science Centre's strategic priorities and financial plan.
- Strengthened relationships with key stakeholders including schools, communities and partners
- Delivery of high-quality, impactful projects—especially those contributing to the future growth of the centre.
- Clear, evidence-backed articulation of Dundee Science Centre's impact, enhancing our reputation and supporting future investment.
- A motivated and effective delivery team contributing confidently to the charity's mission.

This job description outlines the main responsibilities and expectations of the role at the date of preparation. It is not exhaustive and may evolve as the organisation's needs change. The post holder may be required to undertake other duties of a similar level to support Dundee Science Centre's objectives.



# Employee Benefits.

In return for your dedication, enthusiasm, and commitment to our values, we offer a salary of £35,000, and you'll receive the following benefits :

- Employer contributory pension scheme
- Flexible working hours
- 33 days Annual Leave
- Employee Assistance Program
- Free onsite parking

## How to Apply.

Please follow the link below to upload a current copy of your CV and attach a cover letter outlining why you are the perfect candidate for this role.

### **STEM Delivery Manager - Dundee Science Centre**

If successful, you will be notified that you have been shortlisted for an interview. **Interviews will take place the week commencing 6<sup>th</sup> July 2026.**

We will endeavour to reply to all applications - if numbers are high, please bear with us as we are only a wee team!



# Come and Join Us!



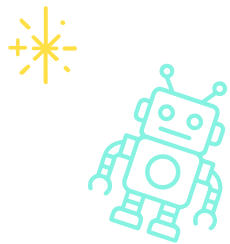
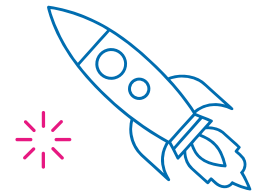
We'd love for you to join our mission of making science accessible to everyone!  
Here's what some of our colleagues have to say about working at Dundee Science Centre!

*"I enjoy working at the science centre as all the staff are warm and welcoming! There are always lots of fun and interesting things going on!"*



*"I enjoy working at DSC as I have the opportunity to meet so many new people - I love visiting schools and community events and delivering our STEM offers to local children and families. It is so lovely to see people have fun with science."*

*"I really enjoy working at Dundee Science Centre because the work is so varied. No two days are the same and I get to meet so many different people that it never gets boring."*



*"I enjoy working at DSC as I like being able to give back to the community of Dundee. I also feel very respected and valued by management, and that's a biggy for me!"*

*"It's great to see that the work I do has a big impact on our local community and schools, and is at the forefront of STEM engagement in Tayside."*





**14 Greenmarket**

**Dundee, DD1 4QB**

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**01382 228 800**

**[Dundeesciencecentre.org.uk](http://Dundeesciencecentre.org.uk)**



Dundee Science Centre is a visitor attraction, charity (SC033272), and lifelong learning resource for the community, here to bring together science and the public.

Registered by the Scottish Charity Regulator (OSCR).

Dundee Science Centre Enterprises Ltd is the trading company for Dundee Science Centre. Both companies are registered in Scotland with individual numbers. Dundee Science Centre: 181709; Dundee Science Centre Enterprises Ltd: 186239. VAT number: GB742903534