

## JOB DESCRIPTION

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**Job Title:** Education and Outreach Officer

**Salary Band:**

**Reports to:** Head of Data and Community

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### SUMMARY OF THE ROLE

The Education and Outreach Officer works in partnership with teams across the CCDC to promote the use of structural data globally.

Leading a co-ordinated approach to both outreach and education at the CCDC they will be responsible for developing engaging training resources as well as running and facilitating educational events and activities worldwide. Responsibilities will include the production and oversight of a range of educational resources including the development of workshops, online courses and presentations and the delivery of some of the training sessions. As well as helping to oversee the addition of new interactive educational material to our website. They will also coordinate outreach activities including projects to promote the use of structural data in schools and universities as well as the allocation of CCDC's outreach budget.

The post holder is expected to project manage a number of initiatives working both with CCDC colleagues and members of the wider community and a willingness to travel is essential.

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### MAIN DUTIES AND RESPONSIBILITIES

#### *Main responsibilities*

- Oversee the production, maintenance and consistency of training materials covering the complete CCDC portfolio.
- Present training sessions and workshops to external users worldwide both in person and remotely.
- Explore new educational platforms to produce interactive and engaging resources that can be utilised in schools and universities worldwide.
- Support the creation of new training videos and webinars.
- Set impactful Education and Outreach objectives working with the Head of Data and Community to ensure they are aligned with the strategic aims of the organisation.

- Manage personal workloads to ensure that Education and Outreach objectives are met.
- Contribute and take the lead when required on discussions and investigations into new Education and Outreach initiatives.
- Support and coordinate efforts to raise the adoption of structural data in educational activities.
- Contribute to and take responsibility for tasks both within the Database Team and in the wider organisation as required.
- Contribute to the promotion of the CSD and the CCDC by representing the CCDC externally at meetings, customer sites and conferences, undertaking reviews of scientific literature, and when appropriate, writing scientific blogs, articles and white papers.
- Undertake significant responsibilities including the supervision of projects and/or management of people both within the Education and Outreach team and in the wider organisation.
- Undergo training as appropriate to improve skills and expertise required for the role and for personal development.
- Contribute to the training and mentorship of CCDC staff to support their contribution to Education and Outreach at the CCDC and further their professional development.
- Help oversee the budget for Education and Outreach at the CCDC managing the financial and personnel support of external activities such as travel grants, school/workshop support, instruction and outreach events/activities.
- Manage CCDC's contribution to crystallographic schools, workshops and training sessions worldwide and help to coordinate CCDC's conference attendance.
- Educate the academic community on the use of structural data and CCDC offerings through workshops and other training material.
- Develop and promote collaborations with the academic community in order to further develop CCDC's Education and Outreach.
- Help create, coordinate and maintain the Education section of the CCDC website
- Help manage the CCDC's FAIRE programme, interacting with users and monitoring impact.

#### *Communication and information*

- Report to and meet with line manager a minimum of once per month.
- Promote the company within the relevant academic and industrial communities.
- Present and demonstrate CSD creation and applications of the database both internally and externally.
- Chair, lead and present at internal meetings, communicating relevant information to the wider organisation.
- Help to set messaging to the academic community and help to provide their voice within the CCDC, working with other teams throughout the organisation.

- Seek to raise the profile of the CCDC on relevant professional bodies particularly in the area of education. Develop positive relationships with key opinion leaders throughout the structural chemistry community.
- Prepare reports for the wider management team and help monitor and communicate the impact of projects and education and outreach activities.

#### *Policies and Procedures*

- Comply with all relevant policies and procedures.
- Complete all documents required by the company policies and procedures.

#### *Other*

- Undertake additional tasks and responsibilities as may be reasonably expected of the role and as necessary in order to achieve the CCDC's Education and Outreach objectives and CCDC goals.

## PERSON SPECIFICATION

### Education, Skills & Knowledge

Degree in Chemistry or equivalent	Essential
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PhD or equivalent in Crystallography or a relevant area	Essential
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Knowledge of educational platforms used in Universities	Desirable
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Knowledge of how to create training resources	Desirable
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Excellent at communicating science to different levels	Essential
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Knowledge of crystallography	Essential
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Knowledge of chemical databases	Desirable
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Experience of the Cambridge Structural Database System, data and software	Desirable
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An enthusiastic and adaptable team member	Essential
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Excellent communication and interpersonal skills	Essential
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Good numerical skills	Desirable
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Excellent oral and written communications skills	Essential
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### Abilities

Ability to work independently and with initiative	Essential
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Ability to comprehend scientific challenges	Essential
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A dedicated and self-motivated individual, keen to learn new skills	Essential
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Effective at time management	Essential
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Excellent attention to detail	Essential
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Desire to learn new topics and tools	Essential
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Flexible approach to work	Essential
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### Experience

Experience of Microsoft Office products, including Word, Excel and PowerPoint	Essential
Experience using educational tools such as Moodle	Desirable
Experience communicating science to non-experts	Essential
Experience at scientific outreach events	Desirable
Experience creating training resources	Desirable
Experience using, demonstrating and presenting internal CSD creation software and core external CCDC software	Essential
Awareness of current chemical literature	Desirable
Experience of leading projects and/or managing individuals	Essential
Knowledge and experience of Agile development processes	Desirable
<b>CCDC Values</b>	
Community	Essential
Passion	Essential
Integrity	Essential
Quality	Essential
Collaboration	Essential
Innovation	Essential
Agility	Essential
Customer Centricity	Essential