



Job Description - Lab Manager

Role	Lab Manager - Part Time, 4 - 8 hours per week
Location:	Cambridge, United Kingdom
Reports to:	Directly to Biomakespace Directors
Job Overview	
<p>Biomakespace is Cambridge's community laboratory. We are a volunteer-led not-for-profit organisation running a laboratory and maker space on the Cambridge Biomedical Campus. We provide training and events for anyone pursuing lifelong education in biotechnology and engineering, as well as space for collaborative, curiosity-driven research projects that emerge from our community of students, academics and professionals from many disciplines and backgrounds. In addition, we offer affordable access to startup companies for prototyping and proof-of-concept work, which subsidises our community activities.</p> <p>We are seeking a new part-time Lab Manager to support our volunteers and members in keeping our laboratory and workshop safe, functioning and efficient. The role involves 4-8 hours work per week, averaging 28 hours per month..</p> <p>The successful applicant will be playing a key part in enabling Biomakespace to expand our contributions to education and advancement of science through supporting our individual and corporate members and their projects.</p>	
Responsibilities and Duties	
<ul style="list-style-type: none">● Ensuring all reagents and supplies are available when needed and improving processes for ordering and obtaining supplies.● Ensuring that the laboratory is cleaned/sanitized and kept in an orderly manner.● Managing and updating Chemical inventories and/or Biological inventories.● Improving signage and documentation of safety and waste disposal processes in the laboratory.● Ensuring that the laboratory is cleaned/sanitized and kept in an orderly manner.● Ensuring all instrumentations/equipment is functioning properly and organising repair as applicable.● Assisting in set-up of new facilities in the laboratory.● Writing new checklists and standard operating procedures.	

Qualifications

- **Education level:** STEM-related A-levels or equivalent
- **Experience:** Previous experience working in a lab is essential, specific lab management training will be provided.
- **Specific skills:** molecular biology
- **Personal characteristics:** team player, adaptable, thorough, detail-oriented, excellent communicator, self-starter
- **Certifications:** None necessary

For informal enquiries contact the existing Directors Abigail Wood, Jenny Molloy, Katia Smith-Litiere and Roger Mason via directors@biomake.space.

Applicants should submit a covering letter explaining their interest in the role and a CV to directors@biomake.space by 28 Feb 2020.