



Job Description

Lifelong Learning in Biotechnology Programme Coordinator

Role	Lifelong Learning in Biotechnology Programme Coordinator (Paid Role) Part Time (8 hours per week)/Fixed Term (3 months in first instance)
Location:	Cambridge, United Kingdom
Reports to:	Directly to Biomakespace Directors

Job Overview

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.

We are seeking a new part-time Lifelong Learning in Biotechnology Programme Coordinator to launch a programme of evening and weekend training for adults with STEM and non-STEM backgrounds on areas of biotechnology such as molecular biology, PCR, CRISPR gene editing, electrophysiology and DIY hardware for science.

The successful applicant will be playing a key part in enabling Biomakespace to expand our contributions to education and advancement of science through providing unique training and educational opportunities in practical and current biotechnology.

Responsibilities and Duties

- Designing themes and programming for our Lifelong Learning in Biotechnology Programme
- Coordinating voluntary and paid instructors to deliver courses
- Supporting and advising instructors to prepare training resources
- Advertising training opportunities via social media and email
- Market research and evaluation of training
- Budgeting and pricing paid-for training courses
- Collaborating with other spaces and educational organisations on joint activities and programmes

Qualifications

- **Education level:** Degree in biology, biotechnology or biological engineering
- **Experience:** Previous experience in coordination or management of a team is essential. Previous experience with designing and delivering training is desirable.
- **Specific skills:** Training and education
- **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.