



## **Job Description: Work Inspiration Trip Host**

- Freelance status as part of a pool of Work Inspiration Trips Hosts
- Fee for ad hoc services: £150 per trip + up to £50 travel expenses

### **About Lightyear Foundation:**

Lightyear Foundation is a registered charity that opens up the exciting world of science and technology for disabled children and young people. We work to break down the barriers to disabled children participating in STEM (science, technology, engineering and maths). We inspire and engage a wide variety of children including those with Down's syndrome and cerebral palsy, autistic children, visually impaired children and those with long-term health conditions such as cancer. Some children in our settings are non-verbal or use communication aids and assistive technology.

You can find out more about us at our website: [lightyearfoundation.org](http://lightyearfoundation.org)

### **The opportunity:**

Lightyear Foundation is a small but fast-growing charity. We are now at a pivotal point in our growth and have ambitions to increase our reach and to grow our income enabling us to play an even more significant role in dismantling barriers to inclusion. As part of this expansion, we are increasing the number of Work Inspiration Trips we deliver across the UK and are recruiting to build our talented pool of freelance Work Inspiration Trip Hosts to deliver this important programme.

From Facebook HQ in London to Ultraleap's haptic technology lab in Bristol, we love inspiring young STEM-ists by taking groups of post-16 disabled students to show them STEM in action! There are so few opportunities for disabled young people to see a place for themselves in a STEM workplace; our trips are designed to introduce students to the full range of roles and settings available, inspiring them to consider a career in this fulfilling sector. As a result of these trips, over 80% of students say they'd consider STEM choices at college or applying for work experience in the industry.

We're looking for passionate science communicators who are driven by the opportunity to host our Work Inspiration Trips to a small group of disabled children in a variety of STEM work venues and organisations. Students attending work inspiration trips will have a range of learning needs and include young people with physical disabilities, learning, emotional, behavioural or communication difficulties, conditions such as autism, dyspraxia, dyslexia and ADHD, sensory impairments (for example, visual impairment), sensory processing disorder, and mental health issues.

Work Inspiration Trips are organised and managed by our STEM Outreach Programme Manager who will support and manage our Work Inspiration Trip Hosts to deliver them.

Our Work Inspiration Trips focus on a particular STEM theme depending on the funding and usually take around two hours. Trips typically include:

- Welcome/Introduction by Lightyear Foundation Work Inspiration Trip Host
- Tour of the Company
- A hands-on activity, such as controlling a robot, playing a game or doing a science experiment
- Meeting key members of staff, especially those who may also have SEND
- Questions

On the day the Work Inspiration Trip Host will be responsible for:

- Representing Lightyear Foundation in a positive and inclusive manner
- Being a welcoming face to greet students, teaching staff and venue staff
- Assisting with engagement
- Overseeing the hands-on task
- Capturing the day through photos and videos, ensuring only students with photo consent are captured
- Ensuring the pre and post evaluation forms are completed
- Writing down key feedback and quotes from participants

Following the trip, the Work Inspiration Host is responsible for:

- Uploading photos and videos to the Lightyear Drive
- Completing a standardised report within two weeks, based on the evaluation and soundbites from the trip

We are looking for Hosts across all areas of the UK.

**Desirable experience:**

- Experience working with and supporting SEND pupils
- Ability to implement our evaluation techniques during the trips
- Narrative and metric reporting using standardised forms

**Desirable but not critical:**

- Knowledge and experience of using Makaton
- STEM or science communicator/presenter background
- Experience of the charity sector
- Understanding of the informal science education sector
- Teaching experience at either primary or secondary level

**DBS check:**

Possession of a satisfactory Disclosure and Barring Services (DBS) Check at Enhanced level is required. *(If you do not already have a DBS check, Lightyear will arrange for successful candidates.)*

**To apply:**

Please email Emma Zeale, STEM Outreach Programme Manager: [emma@lightyearfoundation.org](mailto:emma@lightyearfoundation.org)

- Your CV or LinkedIn URL
- A short covering letter (max 1 side of A4) OR a short video explaining your interest in the role

Successful applicants will be asked for details of two referees and are subject to an enhanced DBS check.

At Lightyear Foundation we embrace diversity. We're therefore encouraging applicants from all backgrounds and especially those from black, Asian and minority ethnic groups as well as those with lived experience of disability.

As a freelance Work Inspiration Trip Host, you take full responsibility for the payment of all income tax, assessments and National Insurance. We are not obliged to guarantee any working hours. Equally, you are not obliged to accept any work that we do offer you.