**VACANCY: Programme Manager - Data Science**

**About the RSS**

The Royal Statistical Society (RSS) is a membership organisation dedicated to promoting the understanding and use of statistics for the public good.  We have over 10,000 members in the UK and around the world, including statistics researchers, data scientists, students, and teachers.

One of our strategic priorities over the next two years is data science. We are working to develop the contribution of statistics to data science, and to expand the range of services we offer to our members who work as data scientists.

To help deliver these plans, we are looking to recruit a project manager who can work with data science experts and external partners to scope, plan, and launch new programmes.

Our staff team is highly motivated and has had recent success in delivering its strategy which has included growing our membership and volunteer base, better engaging our members through a wide range of opportunities and delivering a programme of public training courses. Everyone in the team plays an important role in delivering all aspects of our members’ experiences and we have the enthusiasm, ambition, and drive to further improve and expand our relationships with existing and potential members and corporate partners.

**About you**

You are ideally in programme management or programme design role, looking for a dynamic position with room to develop and grow. You are a self-starter and have a desire to work collaboratively as well as managing your own workload.  You enjoy working with partners to design new programmes and have the determination and organisation to put them your designs into action. Whilst you will be an integral part of the membership team with some support of team administrators, you will often be working autonomously, including with senior stakeholders.

Our ideal candidate will have a high degree of enthusiasm, initiative and judgement and an interest in the field of data science.

**The role**

Based within the membership team at the RSS, you will be working with the Head of Professional Standards & Accreditation to develop and implement different working practices and member services around one of our key strategy areas; data science, including the developing of a new data science certificate.

The role will predominantly involve you working closely with the RSS’s Data Science Taskforce and the Society’s President and Chief Executive, you will develop and implement new programmes to support and promote data science. This will include:

* Specifying and delivering project plans, securing stakeholder input and commitment from the early stages of an idea through to implementation of a detailed proposal
* Engaging with stakeholders to shape and support delivery of the required outcomes
* Monitoring progress and document, resolve or escalate risks and issues
* Reporting to the taskforce and the RSS’s senior management team and board as required

The taskforce is still in its early stages, and is assessing the feasibility of a range of different projects, including:

* Programmes to strengthen the links between statistical research and businesses using data science
* Data science educational programmes for schoolchildren and students
* Mentorship schemes to help people from under-represented backgrounds find roles in data science
* A new open access journal on statistical data science

The role of the Programme Manager will be to work with our data science experts among the Society’s membership to turn ideas from both the membership team strategy and the task force into detailed proposals (by researching activities currently underway and potential sources of funding, developing project plans, and putting selected plans into action).

**Attendance at promotional events**

The role will involve representing the RSS at both external and internal events to promote membership, training, events, and engagement (when permissible, some travel outside London required including occasional overnight stays for which time off in lieu to be given)

**Person Specification**

**Essential**

* Strong communication and writing skills, able to communicate information confidently and concisely to a wide range of people
* Experience of planning and implementing new programmes
* Excellent organisational skills with the ability to prioritise workload and work under pressure
* Strong co-ordination and planning skills and attention to detail
* Ability to evaluate information and communicate effectively
* Ability to work on own initiative as well as being part of a high-performing team
* Committed to on-going personal and professional development
* Interest in data science and the ability to work effectively with subject matter experts

**Desirable**

* An understanding of the unique identity of membership bodies and value of being a member
* Experience of a professional membership organisation and working with stakeholders/volunteers
* Comfortable and confident using social media channels to communicate to different audiences

**Terms and conditions**

* Salary: £30 to £35k per annum, depending on experience
* Contract: full-time, two-year fixed term contract in the first instance
* Hours: 35 per week – flexible working, although attendance at events is part of the role and travel to the RSS head office in London required up to twice per month (when permitted)
* Managed by: Head of Professional Standards and Accreditation
* Pension: Defined contribution: your contributions of up to 8% of salary will be double matched by the Society (making a maximum contribution by the Society of 16%)
* Holidays: 25 days per annum pro rata plus bank holidays and an additional close-down between Christmas and the New Year period.
* Other benefits: flexible working including working from home; season ticket loan; Employee Assistance Programme; staff welfare programme including Pilates lessons; professional development and training provision.
* Location: The Society is based in Errol Street, EC1, near Old Street and the Barbican Centre. RSS staff are currently working from home and we are planning to introduce a flexible working policy for a blend of home and remote working. The post holder can be based outside London but will need to travel to the office for meetings/training up to twice per month. Some travel will also be required to meet with potential partners and attend events (conferences etc) throughout the course of the year, this will also involve occasional overnight stays. Time off will be given in lieu.

**How to apply for the role**

To apply, please read the job description and person specification and then submit:

1. A completed application form, which includes a statement explaining why you are a suitable candidate for this role.
2. In addition, if you wish to, please do submit an [equal opportunities monitoring form](https://rss.org.uk/RSS/media/File-library/Jobs/2020/RSS-standard-equal-opportunities-form.docx) (DOCX). This is optional; the information will be kept confidential, and forms are used to monitor and improve the implementation of our equal opportunities policy.

Send your application to the Head of Professional Standards and Accreditation, Ricky McGowan at [r.mcgowan@rss.org.uk](mailto:r.mcgowan@rss.org.uk) by 12 noon on Wednesday 19 May.

First interviews will be held on Monday 24 and Tuesday 25 May, remotely using MS Teams. If you have not heard from us by this date, we regret that you have not been invited to interview on this occasion.