

THE TRUSTEES OF CLIFTON SCIENTIFIC TRUST LTD (CST) ARE SEEKING TO APPOINT A DIRECTOR in succession to Dr Eric Albone MBE who has led the charity from its inception. CST is a Charity registered in England and Wales 1086933 and a Company Limited by Guarantee 04167862. Upon its establishment the Trust received no initial capital funding nor endowment to fund its activities and as such has no recurrent investment income. It therefore relies entirely on support from charities, the corporate and public sector, personal donations and on funds raised by programme participants/their schools. A principal objective is to engage and support UK participants from disadvantaged backgrounds.

1 CLIFTON SCIENTIFIC TRUST (www.clifton-scientific.org) works to develop and implement innovative programmes that engage school students of all ages and backgrounds in new ways with working scientists, engineers and medics, locally, nationally and internationally. In this the students are required to question, and think for themselves.

There are two established and successful strands to CST current activities; the UK-Japan Young Scientist Workshop Programme (with post-16 students, 27 Workshops hosted in Universities in England and in Japan since 2001, in recent years in Cambridge, Kyoto and Tohoku Universities) and the Meet-a-Medic programme (local with primary schools since 2005).

The UK-Japan Young Scientist Workshop Programme has won the highest respect both in Japan and in the UK and earned Dr Albone recognition, for example, the bestowal of the Order of the Rising Sun from the Emperor of Japan (by the Ambassador) in 2017. A major feature of this programme is the teamworking of UK and Japanese students working together in small teams with scientists across the university, and subsequent team presentations of their achievements and answering questions in front of an audience including invited guests at the end of the Workshop.

2 TRUST DIRECTOR

With advice, support and guidance from the CST team of advisors and volunteers, the appointee will be responsible to the Trustees for the implementation of the Trust's programmes and the day to day running of the Trust. He/she will also liaise with patrons, friends, supporters, and former participants.

He/she will be open to new opportunities to develop existing and potential future programmes, extending networking to the benefit of the Trust through, for example our present links with the UK-Japan 21st Century Group, the Embassy of Japan, the Parliamentary Scientific Committee (CST is a member), the Royal Society, the Association for Science Education, and numerous personal and other professional contacts.

2 IMPLEMENTATION OF PROGRAMME

2.1 UK-Japan Young Scientist Workshop Programme.

Find attached a one-page summary of the programme, The 2023 Japan Workshop was hosted in Tohoku University with enormous success. In 2024, CST is planning a Workshop in Cambridge University and thereafter following its pre-covid practice, 2 Workshops each year one in each country.

Workshops in UK (2024 and 2025 in Cambridge University). the appointee, working with the team will be responsible for

- engaging university scientists and engineers, helping them develop their projects where necessary, and maintaining good relations for continuation of their future involvement; many of the scientists/engineers are very happy to be involved year on year.
- engaging schools, with a particular emphasis on schools serving less advantaged areas and introducing students and teachers, recruiting facilitators.
- organising the workshop programme, structuring timetable- what and where things take place, booking venue (currently hosted in Murray Edwards College, Cambridge with projects taking place across the university), rooming, etc
- attending, observing and contributing to Workshops
- Producing reports for sponsors and disseminating outcomes
- Maintaining good relations with sponsors and seeking continued funding for the trust
- Obtaining feedback from schools and highlighting outcomes
- Developing Online Workshops (when as in 2021 covid prevented meeting in person)

Workshops in Japan (in 2025)

- The appointee will be responsible for working in close collaboration with CST's Japanese colleagues in Japan in respect of workshops in both countries. For the workshops in Japan this also involves the pre-Workshop programme in Japan, and a briefing weekend for the UK team travelling to Japan. For the workshops in the UK, it also involves implementing a preworkshop experience for the Japanese team travelling to England. In both these CST works closely with the Rikkyo School in England (near Guildford) with which we have a long term partnership.
- The Workshops in Japan are organised by the Japanese team who follow closely the pattern developed by CST, and also seek to obtain funding from Japanese sources. CST has developed a close trusting relationship with our Japanese partners which is essential to success.

2.2 Meet-a-Medic running in Bristol Primary Schools since 2005

- working with and supporting Medical Student Team and its Coordinating Committee in the Student Union (the Galenicals, Bristol University Medical Student Society), in developing their programme, introducing Primary Schools to the Programme, attending, and monitoring events, and obtaining feedback from medical students and schools. Writing references for medical students when requested and ensuring continuity as the medical students move on in their careers.

3 GOVERNANCE/ADMINISTRATION; working with our team the appointee will be responsible for

- obtaining funding, invoicing, approving/making payments, monitoring the Trust's Bank Account, and bookkeeping
- working with CST Accountants (Burton Sweet) in preparing the Trust's Annual Financial Statement and Trustee Reports, and with the Trustee Board's approval submitting them to the Charity Commission and Companies House.
- liaising with the Charity Commission and Companies House on other matters (eg Board Composition, Companies House Annual Returns)
- Insurance; working with our insurance brokers (Hayes Parsons)
- Ensuring that CST policies are up to date, especially Child and Young Person Protection Policy, and that all working with young people have enhanced DBS clearance (the charity Young Bristol does this for CST)
- enhancing CST's IT presence and continuing links with former programme alumni.

4 QUALITIES AND SKILLS SOUGHT IN APPOINTEE

- Imagination, creativity, and open mindedness
- leadership and teamworking skills
- experience in fundraising and building partnership networks
- some knowledge of schools at primary and secondary level
- a broad understanding of science/engineering and how they might inspire young people
- some knowledge of international educational exchange is an advantage
- knowledge of Japanese is a big advantage but not essential as this could be supplied by another member of the team
- Experience of working with and for charities also an advantage

This will be an exciting opportunity for the right person to build on CST's current achievement, promoting the school students' experience of real-life science and engineering which opens minds to new opportunities and fosters new friendships. The international context for teamworking with scientists is unique.

The post has hitherto been undertaken on a pro-bono basis with all expenses covered and a small remuneration arranged with the exact amount depending on the end of year balance of funds and the ability of the postholder to have secured additional funding. We are happy to discuss this aspect further with interested applicants.

INTERESTED PERSONS please send letter of interest and CV and to eric.albone@clifton-scientific.org