

Job Description

Job Title	STEM Engagement Specialist
Department	Schools STEM
Reporting To (Job Title)	Excellence in Delivery Manager
Responsible For (number of reportees)	0
Date of Issue	6/11/2024
Benefits	Salary: £27,000 Pension: (7% employer contribution) Life Assurance Private Healthcare Generous holiday and sickness allowance
Location	Your place of work is Holly House, 74 Upper Holly Walk. CV32 4JL. There is an expectation that you will spend 40% to 60% of your working time at Leamington Spa.

Role Purpose
Inspiring and engaging young people aged 9-18 to change the world in STEM. Within this you will be responsible for the delivery and safety of hands-on, one-day STEM activities for schools and multi-day courses at universities or online including project management, organisation, administration of these events. You will also support the development of new inspirational STEM content.
Key Tasks and Responsibilities
<ul style="list-style-type: none"> • Project manage and deliver your allocated events within the Trust's STEM Day programme for schools in line with organisational quality standards. This will be typically 2 - 3 STEM days per week during term time, delivered all over the UK and are primarily delivered face to face with some virtual delivery. Responsibilities include: <ul style="list-style-type: none"> ○ Delivery of hands-on STEM activity for 60+ students in a school setting ○ Meeting funder requirements, collecting evaluation data etc. ○ Pre-event communications with the teacher prior to delivery ○ Liaising with STEM Ambassadors allocated to your events. ○ Conduct pre-event Risk Assessments and dynamic risk assessments on events ○ Working with our external deliverers to ensure all information is shared. • Project manage and deliver your allocated events within the Trust's programme of multi-day courses in line with organisational quality standards. This is approximately 6-8 events per year, across the school holidays, each

lasting 3-5 days. These may be delivered virtually or run as face-to-face residential. Responsibilities include:

- undertaking risk assessments, supporting overnight supervision of students, first aid cover/ hospital runs and general behaviour management.
- Liaise with university departmental staff and venue/course organisers on arrangements, i.e. site visits, bookings, course programme development and evening activities.
- Liaise with external course facilitators pre and during residential events.
- Enable supervisors to undertake effective management of students during residential events. This includes supporting their pre and on-event training, as well as effective monitoring and feedback to supervisors during events.
- Management of budgets for assigned events.
- Ensure the Trust meets its commitment to “Excellence in Delivery”.
- Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential.
- Support the development of on-going educational programmes for the Trust. This could include:
 - Helping develop new products such as STEM days, Think Kits and new courses.
 - Working with key stakeholders to ensure they are fully tested and evaluated ahead of implementation.
 - Creating the resources required for each new product i.e. videos, handouts etc.
 - Support the review of existing products to ensure they remain high quality and meet stakeholders’ needs.
- To support the success of the wider Programmes Teams and their targets, including supporting the work in other teams as required and cross promoting other Trust programmes
- To represent The Trust UK wide and occasional European and international travel.
- This job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be requested of you by the Excellence in Delivery Manager

Key Deliverables & Results

Impact

- Achieve a 93% “Excellent” rating on teacher feedback forms
- Ensure at least 50% of participating students are female
- Assess and maintain high levels of student pastoral care through feedback and well-being evaluations

Operational Excellence

- Achieve a 100% return rate of paperwork (including risk assessments) from face-to-face STEM days
- Maintain 100% compliance with client requests where possible

<ul style="list-style-type: none"> Use a checklist to ensure all items on the kit list are accounted for before each event <p>Efficiency/Sustainability</p> <ul style="list-style-type: none"> As a team, achieve at least 5% cost-saving in assigned project budgets by the end of the 2024-25 academic year <p>Timeliness & Communication</p> <ul style="list-style-type: none"> Adhere to working standards and timeframes as agreed by the Head of Content and Impact, Head of Community Programmes and Head of School STEM Programmes
<p>Key Relationships</p> <p>Internal School Engagement Community Engagement Team Content & Impact Team Business Development Team Finance Team</p> <p>External Children & Young people (as the beneficiaries of our programme) Teachers Universities (academics and conference facilities) Volunteers Supervisors on events Partner organisations External STEM Engagement Specialists</p>
<p>Safeguarding responsibilities</p> <ul style="list-style-type: none"> Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential. This may include supporting with overnight supervision of students, first aid cover/ hospital runs and general behaviour management. Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential. This may include supporting with supervision of students and general behaviour management. Be aware of and ensure strict compliance with the Trust's Safeguarding policies and procedures and Code of Conduct. Report any safeguarding concerns, no matter how small following SPT policy and procedures. Undertake all safeguarding training as directed.
<p>Data security responsibilities</p> <ul style="list-style-type: none"> Maintain confidentiality of data and information that is sensitive to the Company, in line with Company policy and the Data Protection Act. Be aware of responsibilities under the requirement of the Data Protection Act 2018 and ensure strict compliance with the Trusts Data Protection policies and procedures.

- Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely.
- Report all data breaches immediately so that swift containment action is taken.
- Undertake all data protection training as directed.

Health and Safety Responsibilities

- Be aware of and ensure strict compliance with the Trust's Health and Safety policies and procedures.
- Take a proactive approach to managing their own and others Health & Safety.
- Take reasonable care of own and others personal health and safety when carrying out the Trust's activities.
- Report any potential health and safety risks or hazards to line managers.
- Undertake all health and safety training as directed.

Standard Requirement of all positions

All employees are required to:

- Be flexible in their duties/responsibilities and perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- Adhere to all Company's policies.

All employees must be willing to live The Smallpeice Trust Values and Behaviours:

- **Excellence**
- **Collaboration**
- **Inclusive**
- **Inspirational**
- **Innovative**

Person Specification	Essential (Yes/No)	Desirable (Yes/No)
Experience: (minimum needed to be able to undertake the role)		
Keen desire and enthusiasm to develop young people.	Yes	
Possess excellent communication skills.	Yes	
Possess excellent engagement and presentation skills.	Yes	
Possess excellent organisational skills and strong IT skills, with competency in MS Office.	Yes	
Willingness to travel UK-wide and stay away from home on a regular basis – this may be up to 3 days in any given week and can include overnight stays.	Yes	
Driving license and own car	Yes	
Experience of working with young people		Yes
Experience of developing and/or delivering educational content		Yes
Qualifications/Technical Training/Professional Membership		

Graduate, preferably with a Science, Technology, Engineering, or Maths degree, OR relevant experience within Industry, Education, or delivery of other STEM training.		Yes
Knowledge of safeguarding best practices		Yes

Essential Skills must be satisfied at Application/CV stage to be selected for Interview. Desirable Skills should be used as a tool to distinguish between applicants to select for Interview.

The Smallpeice Trust

The Smallpeice Trust is an energetic and independent educational charity that exists to address the shortage of engineers in the UK by engaging and inspiring young people aged 9 – 18 to choose pathways that can lead to a career in engineering. Our vision is to inspire increasing numbers of young people to acquire Life, Leadership and Engineering skills, in order to increase the number of engineers in the UK, in order to enable society.

The Trust has a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g. females and less advantaged students.

Endowed in 1966 by Dr Cosby Smallpeice, a self-taught engineer, The Smallpeice Trust has a reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day STEM events, and engineering projects. Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners. The Trust is undergoing a digital transformation, with extensive programme development underway in order to ensure the Trust can achieve its vision in new and innovative ways.

“Scientists study the world as it is, engineers create the world that has never been “
- Theodore von Karman

For more information visit <http://www.smallpeicetrust.org.uk>

Please note this job description is not designed to cover or contain a comprehensive listing of activities, accountabilities or responsibilities that are required of the employee for this job.

The Company reserves the right to alter or amend the job description, duties, responsibilities, and activities at any time with or without notice.

I confirm my acceptance of the above Job Description:

Employee Full Name (BLOCK Letters):



.....

Employee Signature:

.....

Date: