

Reporting to: Excellence in Delivery Manager

Principal contacts **Internal**
Events Administration team
STEM Event Programme team
Programme Content Manager
Operations Manager
Business Development Team
Finance Team

External
Young people (as the beneficiaries of our programme)
Teachers
Universities (academics and conference facilities)
Volunteers
Partner organisations
External STEM Engagement Specialists

Main Purpose: Inspiring and engaging young people aged 9 – 18 to change the world as an engineer.

Within this you will be responsible for the delivery of 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.

Location: Leamington Spa

Salary: £27,000

Who are the Smallpeice Trust?

The Smallpeice Trust was founded in 1966 by Dr Cosby D P Smallpeice — a brilliant engineer who invented the Smallpeice Lathe. Following his success, Dr Smallpeice ploughed £1.6m of his personal fortune into setting up The Smallpeice Trust to give young people the support they need to bring their big ideas to life through science, technology, engineering, and maths (STEM).

At The Smallpeice Trust, we believe anything is possible when you know how. That's why we're here to give young people everything they need to fuel their passion for engineering, helping to make their big ideas a reality. All with the help of charities, parents, teachers, universities, and corporate partners backing them all the way.

The Smallpeice Trust is supported by a wide range of national and international companies, the Armed Forces, Institutions, Livery Companies, educational and other charities, and universities. Other Smallpeice partners include BAE Systems, Royal Navy, RAF, McLaren Racing Engage, Virgin Atlantic Foundation, Thales, HS2 Ltd and the ERA Foundation.

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

Principal Responsibilities

- 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:
 - Meeting funder requirements, collecting evaluation data etc.
 - Pre-event communications with the teacher prior to delivery

- Liaising with STEM Ambassadors allocated to your 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 behavior 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 etc.
 - 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

Person Specification

Essential:

- Delivery styles/personality which is vibrant, energetic, engaging and fun.
- Graduate, preferably with a Science, Technology, Engineering, or Maths degree, **OR** relevant experience within Industry, Education, or delivery of other STEM training.
- Keen desire and enthusiasm to develop young people.
- Possess excellent communication skills.
- Possess excellent engagement and presentation skills.
- Possess excellent organisational skills and strong IT skills, with competency in MS Office.
- Mature and conscientious attitude to work with enthusiasm and eagerness to take on responsibility.
- 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.
- Driving licence and own car essential.
- Must be willing to live The Smallpeice Trust Values and Behaviours:
 - **Boldness:** *We are bold in our ambition*
 - **Excellence:** *We demand more of ourselves than our stakeholders do*
 - **Safety:** *Safeguarding Young People is our number one priority*
 - **Togetherness:** *Together we can achieve more*

Desirable:

- Experience of working with young people
- Experience of developing and/or delivering educational content