

# Programme & Event Coordinator

**JOB PURPOSE:** The Programme & Event Coordinator is part of a UK wide team delivering high-quality STE(A)M engagement programmes and events to schools/colleges. This role involves event organisation (face-to-face and virtual) and administration ensuring we meet the needs of funders and teachers.

**ABOUT THE ENGINEERING DEVELOPMENT TRUST:** EDT is an educational charity established 30+ years ago. We are going through an exciting period of transformation. We are looking for a motivated and creative person to join our dynamic School Programmes Team and work with our partners and volunteers to create and deliver our project and experiences to young people interested in STEM and future (META) skills.

Young people are at the heart of what we do and through providing industry informed, curriculum enhancing learning experiences, we help them develop personal and interpersonal skills, fulfil their potential, and make informed decisions about their future.

By joining EDT, you will have the opportunity to support thousands of young people each year.

**Salary:** £22-29K, depending on skills and experience.

**Benefits:** 25 days annual leave per year plus bank holidays; pension (up to 10% employer contribution); life insurance (3 times annual salary); hybrid and flexible working; well-being support.

**Location:** Preferably within travelling distance to our Welwyn Garden City office, other applications will be considered if close to other offices: Birmingham, Manchester, Plymouth, Southampton.

**Hours:** Full time (37.5 hours per week) with flexibility for early starts/late finishes and some overnight stays.

## Key Responsibilities

- Establish, develop, maintain and manage strong relationships with schools and volunteers
- Build relationships with funders/sponsors and apply for funding
- Project based work to help ensure the delivery of Experience (Challenger) Days
- Manage all operational and logistic requirements for the events, ensuring all relevant information is collected and passed onto participants
- Prepare mailing lists and send invites and confirmations to schools



- Use CRM system to manage delivery, reporting and track progress ensuring it is up to date
- Lead for the CRM Processes for the Experience Days (Challenger) programme
- Support the Head of Programmes up to 16 in the strategy and development of the programme.
- Contribute to the expansion and development of inspirational, hands-on, virtual or face-to-face activities for young people by creating new and exciting additions to our programme

### Person specification

- Professional and proactive, with real pride in the quality of work
- A flexible approach to work with positivity and resilience as well as a genuine commitment to the programme
- Excellent interpersonal and communication skills
- A team worker who can liaise, co-ordinate and collaborate with colleagues and other stakeholders
- Organised - can manage workload and deadlines and demonstrate effective time management
- Attention to detail
- A self starter, who can use own initiative
- IT proficient (Microsoft office, CRM, databases)
- Event management

### Special conditions

The successful candidate will be required to fulfil an enhanced DBS/PVG check and should hold a clean driving licence. The role requires occasional travel off-site (possibly involving overnight stays), access to reliable transportation is essential (own car preferably).

**How to apply:** Please submit your **CV and cover letter** which outlines your specific interest and ability to successfully fill this role to [a.adamthwaite@etrust.org.uk](mailto:a.adamthwaite@etrust.org.uk). Please state which geography you are applying for.

**Closing date:** 20th March

**Interview date:** As applications are submitted

**Start date:** ASAP

