

School Programmes Officer

JOB PURPOSE: The School Programmes Officer is part of a UK wide team delivering high quality STE(A)M engagement programmes and events to schools/colleges. This role involves delivery (face to face and virtual), event organisation and administration.

ABOUT EDT: EDT is an educational charity established over 30 years ago. Our mission is to connect young people with industry and inspire STEM futures. Young people are at the heart of what we do. We work with our corporate partners, educators to create and deliver +40,000 curriculum enhancing learning experiences each year. We help young people develop personal and interpersonal skills, fulfil their potential, and make informed decisions about their future. We recognise their achievements through Industrial Cadets accreditation and awards, an industry led, nationally recognised quality benchmark. We have a pool of 100,000 alumni.

As an organisation in an exciting period of transformation and growth, we are looking for a motivated, dynamic and creative person to join our School Programmes Team.

ABOUT THE ROLE: By joining EDT as a School Programmes Officer, you will have the opportunity be a key part of our success and support thousands of young people each year by delivering engaging content to young people both virtually and face-to-face. You will work closely with our partners and volunteers throughout the London & East region to create and deliver STE(A)M-based and future-skills projects.

Salary: Salary band B, £24k to £30k p.a. depending on skills and experience.

Hours: Full time (37.5 hours per week) with flexibility for early starts and overnight stays.

Location: Hybrid, between the Glasgow office, schools in the region and home.

Holiday: 25 days annual leave per year plus bank holidays and additional 'EDT day' (at discretion of CEO)

Pension: Up to 10% employer contribution

Life insurance: 3 times annual salary

Key Responsibilities:

- Deliver and present large-scale programmes and events with schools and industry mentors to a high standard.
- Take responsibility for the overall planning and implementation of specific activities within a defined geographical area.
- Recruit and build strong relationships with local schools, working with the Development and Delivery Lead to match educators to funders requirements.
- Develop and maintain good working relationships with teachers and industry mentors.
- Use our CRM system to manage delivery, report and track progress, ensuring that all relevant data is reviewed, managed and kept up to date.

- Be the face of EDT – take a ‘Front of house’ role at face-to-face and virtual events.
- Contribute to the expansion and development of inspirational, hands-on, virtual or face-to-face activities for young people.
- Work dynamically with all levels of the organisation to help create new and exciting additions to our programmes.
- Liaise with venues to ensure all programme requirements are met.
- Volunteer recruitment and management.

Competencies and Attributes:

- Professional and proactive, with a real pride in quality of work.
- Possess excellent interpersonal and communication skills.
- The ability to use dynamic and engaging presentation skills with the confidence to deliver activities to large groups of young people.
- A team worker who can liaise and collaborate with colleagues and other stakeholders.
- Attention to detail and good IT skills (databases, CRM, Excel, Canva & LMS).
- Organised - Can manage workload and deadlines and demonstrate effective time management.
- Positive and resilient attitude.
- Experience in the third sector and/or youth sector is desirable.

Special conditions:

Special conditions: The successful candidate will be required to fulfil an enhanced DBS/PVG check and should hold a clean driving licence. The role will require regular travel around the region and occasionally nationally (possibly involving overnight stays), access to reliable transportation is essential (own car preferred).

How to apply: Please submit your CV and covering letter which outlines your specific interest and ability to successfully fill this role to Steven Brown: s.brown@etrust.org.uk

Closing date: Friday 10th November 2023

Interview dates: We intend to hold interviews within 2 weeks of the closing date.

