

STEM Learning Limited

1. Role Particulars	
Role Title – TechFirst Events & Communications Officer (2 roles available – London or South East)	Reports to – Regional Lead
2. Organogram	
<pre> graph TD RL[Regional Lead] --- PC[Partnerships Coordinator] RL --- EEC[Education Engagement Coordinator] RL --- ECO[Events & Communications Officer] </pre>	
3. Purpose of role	
<p>STEM Learning’s vision is a world-leading STEM education for all young people across the UK. To achieve this, we provide a range of support to formal and informal education, including subject-specific professional development for teachers and other educators, quality assured resources, support for STEM Clubs and other activities, and student-facing experiences. Our belief is that an outstanding STEM education coupled with timely, high quality and progressive STEM enrichment and inspiration activities, can positively impact young people and their future opportunities and address our current and future skills gaps.</p> <p>The TechFirst programme funded by government aims to expand access to high-quality technology education and career pathways for young people, particularly those from underrepresented backgrounds. The programme brings together schools, employers, and delivery partners to provide inspiring, relevant technology experiences that develop skills, raise aspirations, and support progression into future careers.</p> <p>The Events and Communications Officer will play a key role in coordinating the successful delivery of programme events and supporting communications activity across the region. Working closely with the Education Engagement Coordinator, Partnerships Coordinator and Evaluation Officer, the postholder will ensure that stakeholders receive timely, engaging, and effective communications that increase awareness, participation, and impact.</p> <p>The role will support the planning and delivery of events, manage communications with schools, employers, volunteers, and partners, and help showcase the programme’s achievements through compelling content, case studies, and stakeholder engagement activities.</p>	
4. Key Results / Accountabilities expected from role	
<p>Working with colleagues across STEM Learning and with partners externally the role will encompass:</p> <p>Event Planning & Delivery</p>	

- Support the planning, coordination, and delivery of regional events, workshops, careers activities, employer engagement sessions, and technology-focused experiences.
- Coordinate event logistics including registrations, participant communications, venue arrangements, materials, schedules, and stakeholder briefings.
- Provide on-the-day support for events, ensuring activities run smoothly and participants have a positive experience.
- Support the collection of participant feedback and evaluation data following events.
- Maintain event plans, timelines, and delivery documentation.

Communications & Marketing

- Develop and deliver communications to schools, colleges, employers, volunteers, partners, and other stakeholders across the region.
- Produce engaging content for newsletters, websites, social media channels, presentations, and promotional materials.
- Support local marketing and recruitment campaigns to increase participation in programme activities.
- Ensure communications are accurate, timely, and aligned with programme branding and messaging guidelines.
- Assist in maintaining regional communication schedules and stakeholder contact databases.

Stakeholder Engagement Support

- Work closely with the Education Engagement Coordinator and Partnerships Coordinator to promote opportunities and maximise participation.
- Support communication and engagement with schools, employers, volunteers, activity providers, and other programme stakeholders.
- Respond to stakeholder enquiries and ensure a high standard of customer service.
- Help coordinate communications relating to programme opportunities, deadlines, events, and achievements.

Content Development & Impact Promotion

- Gather and develop case studies, testimonials, success stories, photographs, and impact evidence from programme activities.
- Support the production of reports, presentations, and promotional materials that demonstrate programme outcomes and impact.
- Identify opportunities to raise the profile of the programme across the region through stakeholder networks and local channels.
- Support the sharing of best practice and success stories across the wider programme.

Monitoring, Evaluation & Reporting

- Maintain accurate records of event participation, communications activity, and stakeholder engagement.
- Monitor communication and event metrics, providing updates and insights to colleagues as required.
- Support reporting requirements by collating data, feedback, and stakeholder information.
- Contribute to programme evaluation activities through effective data collection and administration.

Compliance & Quality Assurance

- Ensure communications and event activities comply with safeguarding, GDPR, branding, and organisational policies.
- Support risk assessments and event management processes where required.
- Maintain high standards of quality, professionalism, and consistency across all communications and events.

Continuous Improvement

- Identify opportunities to improve stakeholder communications, event delivery processes, and participant experiences.
- Contribute ideas and innovations that enhance engagement and programme visibility.
- Share learning and feedback with colleagues to support continuous improvement across the programme.

Through these and other activities, a key responsibility is to contribute positively to the programme's reputation as a high-quality, inclusive, and impactful initiative that connects young people with technology opportunities and careers.

5. Key challenges

- Coordinating multiple events, communications activities, and stakeholder requests simultaneously.
- Ensuring timely and effective communications across diverse stakeholder groups.
- Supporting high-quality event delivery within tight timescales and competing priorities.
- Maintaining stakeholder engagement and participation throughout the programme cycle.
- Capturing and communicating programme impact in a compelling and accessible way.
- Adapting communications approaches to meet the needs of different audiences.

6. Experience and Expertise (typical educational qualification and experience)

Essential personal skills, competencies, and qualities:

- Experience of supporting events, projects, programmes, or stakeholder engagement activities including event coordination and logistics management.
- Experience of developing communications content for a range of audiences and channels.
- Experience of using digital communication tools, databases, CRM systems, email marketing platforms, or event management tools.
- Ability to work collaboratively within a team environment.
- Proactive, flexible, and solution-focused approach.
- Experience working within education, careers, skills, youth, STEM, or technology programmes.
- Experience creating content for newsletters, websites, social media, or marketing campaigns.
- Knowledge of stakeholder engagement and community outreach approaches.
- Understanding of safeguarding and GDPR requirements within education or youth settings.
- Excellent written and verbal communication skills.
- Strong organisational and administrative skills with excellent attention to detail.
- Ability to manage multiple priorities and work effectively to deadlines.
- Strong interpersonal skills and ability to build positive relationships with stakeholders.
- Commitment to improving opportunities and outcomes for young people.

The role holder will be required to travel across the region and occasionally work outside normal office hours to support events and stakeholder engagement activities.

7. Location

Home-based within the region, with regular travel to schools, colleges, partner organisations, and programme events.

Team meetings will take place in our London office and the postholder should expect occasional travel to our HQ at the National STEM Learning Centre in York

8. Salary & Benefits

Full time role - £32,000

30 days holidays plus bank holidays and an additional day's leave on your birthday, access to an excellent pension scheme, employee assistance programme, and voluntary staff benefits scheme.