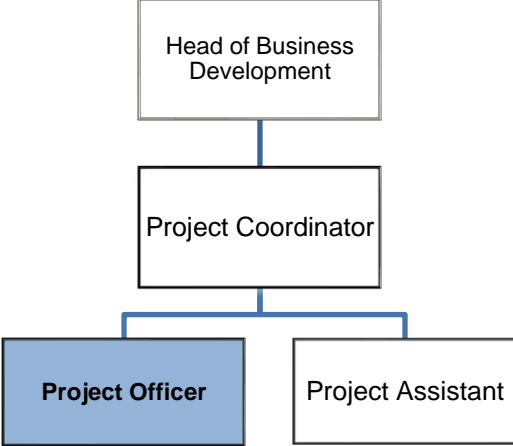


STEM Learning Limited

1. Role Particulars	
Role Title: Project Officer	Reports to: Project Coordinator
2. Organogram	
 <pre> graph TD A[Head of Business Development] --> B[Project Coordinator] B --> C[Project Officer] B --> D[Project Assistant] style C fill:#4F81BD,color:#fff style D fill:#fff,color:#000 </pre>	
To support the operational delivery and the end-to-end administration of assigned projects.	
3. Purpose of role	
<p>The Project Officer will work as part of the National STEM Learning Centre & Network to provide effective project support to the management of resources and activities of work, to ensure:</p> <ol style="list-style-type: none"> 1) the effective management of project, programme and associated contracts – this includes selection, management, quality assurance and driving best value and excellent service delivery of subcontractors 2) best practice in project management and delivery 3) effective business support services – this includes accountability for compliance, monitoring, performance, quality and internal and external reporting. <p>This is a crucial service, ensuring STEM Learning is able to continue to build its reputation for success based on:</p> <ol style="list-style-type: none"> 1) meeting funders’ expectations in terms of the quality of the educational support services it delivers 2) proven impact of interventions 3) Driving 4) value for money 5) good governance 6) trust 7) a continuous cycle of improvement. <p>The Project Officer will work with teams across and beyond the organisation to provide best practice project and contract management support. The Project Officer will also contribute to cross-cutting activities which ensure that best practice contract and project management is seamless across STEM Learning.</p>	
4. Key Results / Accountabilities expected from role	
<p>Specifically, the Project Officer will be responsible for:</p> <ul style="list-style-type: none"> • Providing high quality project officer support across an agreed portfolio of STEM Learning’s projects and activities, working with appropriate colleagues to ensure that activities achieve appropriate targets – particularly in terms of impact, quality, Value for Money and agreed timelines. • Be responsive and proactive in identifying risks and opportunities, working with colleagues to agree appropriate remedial actions. • With both a commercial and operational mindset, identify gaps and solutions in the end-to-end process management and delivery of partnerships with a view to improving delivery and KPIs. • Developing, reviewing and maintaining appropriate project documentation including project plans, risk registers, change control records, expenditure/budget records. • Holding yourself and others to account to ensure effective achievement of key milestones and deliverables. 	

- Implementing effective and timely monitoring and reporting to accurately measure progress towards agreed targets and milestones. Analysing and interpreting this data to agree and implement appropriate remedial actions as required.
- Managing relationships with staff across STEM Learning, sub-contractors and partners through effective communications which keep all parties informed and which facilitate the sharing of best practice.
- Ensuring that sub-contracting and partnership arrangements for the programme are appropriate and managed effectively, using best practice procurement and contract management processes.
- Working with internal and external colleagues to ensure accurate and timely reporting of performance against agreed targets, including preparing draft reports in line with contract specifications.
- Writing and contributing in the development of proposals for new work.
- Time management and dealing with competing priorities and pressures – ability to manage own workload, hold yourself and others to account and, communicate clearly and collaborate effectively with colleagues to maximise outcomes.
- Undertaking any other tasks as reasonably required.

5. Key challenges faced in the role

- Need to work effectively and collaboratively with external stakeholders and partners including regular communication with remote colleagues.
- Balancing priorities and resources to achieve optimum results.
- Balancing operational requirements with commercial expectations.
- Managing expectations of internal and external stakeholders.
- Time management and dealing with competing priorities and pressures – ability to manage own workload and also communicate clearly and collaborate effectively with colleagues to maximise outcomes.

6. Any other information (particular reference to planning (nature and impact), scope of impact).

The National STEM Learning Centre & Network is a key UK resource for supporting STEM teaching and learning through provision of resources, on-line and physical networking and communities and partnership with a wide range of organisations and individuals. This includes driving forward on-going development of the STEM Ambassadors and STEM Clubs programmes alongside subject-specific support for all involved in teaching STEM subjects to young people.

These roles are crucial to ensuring that the Centre and Network are able to continue to provide world-leading support to STEM educators and exceed the expectations of funders and other stakeholders. These roles are instrumental in ensuring that all colleagues – internal and external - are aware of and benefit from high quality programme and project management tools which provide efficiencies and quality assured support.

You will be a part of a wider team of Project Officers, Project Coordinators, Programme Leads and Managers – the engine room of our operations.

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

- A successful and demonstrable track record in managing contracts and projects in a relevant environment to include end-end scoping, content development and evaluation.
- Experience of working with key project management tools and methodologies, specifically project plans, risk registers, change control records and expenditure/budget records
- Excellent written and oral communication skills, including writing and delivering presentations, experience of writing concise, complex reports and other documents for internal and external use
- A proven ability to interact effectively with a wide range of internal and external stakeholders
- Demonstrable resilience traits, highlighting your ability to face and adapt to challenges to overcome them
- An ability to work at pace to achieve tight deadlines and on own initiative
- Excellent planning and organisational skills
- An appreciation and understanding of STEM education and a commitment to the vision and mission of STEM Learning.

8. Economic dimensions associated with the role (if any)

To contribute to the delivery of optimal programme and project outcomes within the funding available

9. Location

York with regular UK travel.