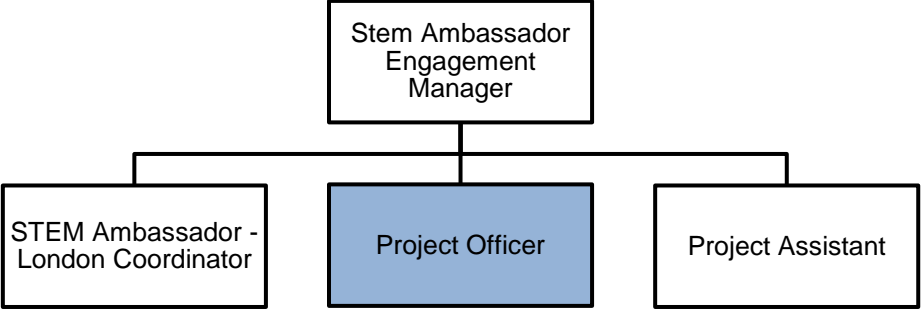


STEM Learning Limited

1. Role Particulars	
Role Title – Project Officer for the STEM Ambassadors Programme	Reports to – STEM Ambassador Engagement Manager
2. Organogram	
 <pre> graph TD A[Stem Ambassador Engagement Manager] --> B[STEM Ambassador - London Coordinator] A --> C[Project Officer] A --> D[Project Assistant] </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, it provides 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 a student-facing experiences. It also facilitates the STEM Ambassador programme, enabling nearly 30,000 individuals from more than 7,500 employers to volunteer and share their enthusiasm and expertise with young people and teachers throughout the UK.</p> <p>Reporting to the STEM Ambassador Engagement Manager, and working with the London Coordinator and Project Assistant, this role will ensure continued successful delivery of the STEM Ambassadors programme in London, as well as contributing to engagement and training of STEM Ambassadors across the UK.</p> <p>They will work with colleagues within and beyond STEM Learning, to deliver a dynamic, effective and efficient STEM Ambassadors programme across London. They will build on existing relationships focussing on efficient and effective recruitment, development and deployment of an active and representative cohort of STEM Ambassadors across London, with positive impacts on young people, schools/colleges, community groups, volunteers and employers.</p>	
4. Key Results / Accountabilities expected from role	
<p>There are two strands to this role. One is to support engagement with the STEM Ambassador programme across London. The second is to support the training and support for STEM Ambassadors and users of the programme, across the UK.</p> <p>The types of responsibilities includes, but is not limited to -</p> <ol style="list-style-type: none"> 1) Supporting established relationships and developing new links with educational organisations or businesses by raising awareness of the benefits of the programme and demonstrating how the STEM Ambassador programme can be utilised to support their own aims and objectives. 2) Ensuring well trained, confident and motivated STEM Ambassadors are deployed effectively in London to meet the needs of teachers and youth group leaders. 	

- 3) Liaise with teachers, businesses, informal education and youth groups and others wishing to utilise the STEM Ambassador programme; providing communications, encouraging recording of activity, gathering evidence of impact and ensuring appropriate recognition of STEM Ambassadors and organisations supporting them.
- 4) Develop and implement successful London-specific projects or events. Providing effective management of programme elements – including quality assurance, driving best value and excellent service delivery.
- 5) Developing and delivering support programmes and resources for STEM Ambassadors and others.
- 6) Support the STEM Ambassador Managers to provide timely, accurate and meaningful reporting, to ensure the London Hub delivers all required outputs and outcomes to time and budget.

In addition, the Project Officer will engage in learning and development activities appropriate to the skills and competencies required to fulfil the position and undertake any other tasks as reasonably required.

Typical daily activities could involve (amongst many other things):

- contacting and speaking with educational organisations and networks about the benefits of the STEM Ambassador and STEM Learning programme
- creating content for the website to help teachers engage with STEM Ambassadors
- presenting virtually or in-person to users (teachers, STEM Ambassadors or businesses) about how best they can utilise the programme
- meeting with STEM Ambassadors to encourage them to fulfil requests that teachers have made and check their content and delivery skills fit the activity
- using social media to promote the programmes and events
- analysing data on engagement with STEM Ambassadors
- creating training courses or resources to support STEM Ambassadors with their volunteering
- contracting suppliers to provide elements of the programme

This important role contributes not only delivering the current programme but also to support the development of the programme into the future.

Through the above and other activities, a key responsibility is to contribute positively to building STEM Learning's reputation as 'the partner of choice' for those wanting to engage in and support STEM.

5. Key challenges

- Need to work effectively and collaboratively with schools, colleges, teachers, employers and non-school groups as well as across STEM Learning's network and programmes
- 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
- Managing expectations of external stakeholders
- Time management and dealing with competing priorities and pressures – ability to manage own workload
- Communicate clearly and collaborate effectively with colleagues to maximise outcomes

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

Essential personal skills, competencies and qualities

- Results focussed – able to work to tight timelines and targets in a positive and constructive manner
- Excellent relationship building skills
- Ability to think analytically and strategically, and respond creatively to challenges
- Ability to work and communicate effectively with a wide range of internal and external stakeholders.
- Proven project management and organisation skills
- Ability to work on own initiative and as part of a team.
- Excellent presentation skills and confidence presenting to both child and adult audiences.
- Excellent written and oral communication skills
- High level of personal resilience and ability to relish a challenge
- Confidence speaking with STEM professionals

Desirable personal skills, competencies and qualities

- Knowledge and understanding of STEM education, schools/colleges, skills issues and the London landscape.
- Understanding of the STEM business and industry sectors in London, plus voluntary sector and other partners engaged in skills, employment and educational support.
- Experience of engaging business with education to deliver improved outcomes for young people.
- The ability to deliver learning and development solutions (e.g. running training courses)

7. Location

London (EC2), with regular travel within London and some national travel.

8. Salary & benefits

£ - £

30 days holidays plus bank holidays, access to a fantastic pension scheme, employee assistance programme, access to a voluntary staff benefits scheme.