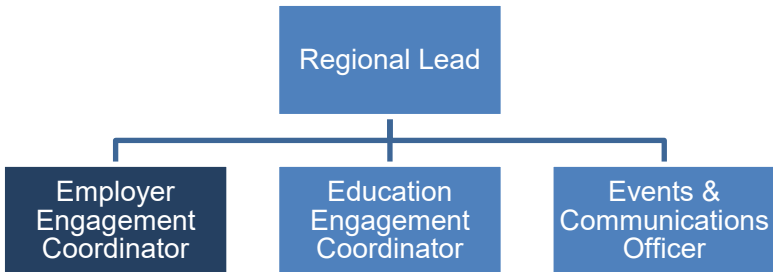


STEM Learning Limited

1. Role Particulars	
Role Title – TechFirst Employer Engagement Coordinator (South East)	Reports to – Regional Lead
2. Organogram	
 <pre> graph TD RL[Regional Lead] --> EEC[Employer Engagement Coordinator] RL --> EDC[Education Engagement Coordinator] RL --> ECO[Events & Communications Officer] </pre>	
3. Purpose of role	
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. 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. The Employer Engagement Coordinator will be responsible for building, maintaining, and coordinating relationships with employers, technology organisations, activity providers, and other partners to support programme delivery across the region. The role will ensure a strong and sustainable network of partners who can contribute activities, workplace experiences, volunteers, speakers, mentors, and industry expertise. Working closely with programme delivery colleagues, schools, and external partners, the Employer Engagement Coordinator will play a key role in ensuring that young people have access to high-quality, meaningful engagement opportunities that align with programme objectives and local needs	
4. Key Results / Accountabilities expected from role	
Working with colleagues across STEM Learning and with partners externally the role will encompass: Stakeholder Management - Identify, engage, and maintain relationships with employers, technology businesses, activity providers, higher education institutions, and other relevant organisations. - Develop a pipeline of partners able to contribute activities, resources, volunteers, speakers, mentors, and work-related learning opportunities.	

- Support the recruitment, onboarding, and retention of employer and delivery partners.
- Act as a key point of contact for partner organisations, ensuring positive and productive relationships.
- Work collaboratively with Regional Leads and programme colleagues to ensure partnership activity aligns with regional delivery plans.
- Represent the programme at meetings, networking events, and stakeholder forums as required.

Employer & Volunteer Engagement

- Coordinate employer engagement activities that support programme delivery and participant outcomes.
- Recruit and support volunteers from partner organisations to participate in programme activities.
- Ensure volunteers understand programme requirements, safeguarding expectations, and their role in supporting young people.
- Maintain regular communication with volunteers and partner organisations to encourage ongoing participation and engagement.

Activity Coordination & Delivery Support

- Work with partners to develop and schedule activities that meet programme objectives and school requirements.
- Coordinate the matching of employers, volunteers, speakers, mentors, and activity providers with schools and programme activities.
- Ensure activities are delivered to agreed quality standards and within required timescales.
- Support the planning and delivery of events, workshops, challenges, careers activities, and other engagement opportunities.

Monitoring, Evaluation & Reporting

- Maintain accurate records of partner engagement, volunteer activity, and programme contributions.
- Monitor participation levels and partnership performance against agreed targets.
- Collect feedback, case studies, and impact evidence from partners, volunteers, and participants.
- Contribute to programme reporting by providing data, updates, and partnership insights.

Compliance & Quality Assurance

- Ensure partner and volunteer engagement complies with safeguarding, GDPR, DBS, and organisational policies.
- Support quality assurance processes to ensure activities provide positive experiences for participants and stakeholders.
- Escalate any safeguarding, compliance, or delivery concerns in accordance with organisational procedures.

Continuous Improvement

- Identify opportunities to strengthen partnerships and increase employer engagement.
- Share learning, feedback, and good practice with colleagues across the programme.
- Contribute to the development of new partnership models, resources, and approaches that enhance programme impact and reach.

Through these and other activities, a key responsibility is to contribute positively to the programme's reputation as a trusted partner for employers, schools, activity providers, and organisations seeking to support young people's technology education and career development.

5. Key challenges

- Building and sustaining engagement from busy employers and industry partners.
- Coordinating multiple stakeholders with differing priorities and expectations.
- Matching partner offers effectively to school and programme needs.
- Managing a high volume of relationships and activities simultaneously.
- Ensuring consistent quality and impact across a diverse range of partner-led activities.
- Working within a rapidly evolving education, skills, and technology landscape.

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

Essential personal skills, competencies, and qualities

- Experience of partnership development, stakeholder engagement, account management, or relationship management.
- Experience working with employers, education providers, community organisations, or voluntary sector partners.
- Strong communication and interpersonal skills, with the ability to build and maintain positive relationships.
- Excellent organisational and coordination skills, with the ability to manage multiple priorities simultaneously.
- Ability to influence and engage a wide range of stakeholders.
- Experience of event coordination, project delivery, or programme support.
- Strong administrative skills and attention to detail.
- Ability to collect, maintain, and report on data accurately.
- Proactive, solution-focused, and able to work independently.
- Commitment to improving opportunities and outcomes for young people.
- Knowledge of the education, careers, skills, or youth engagement sectors.
- Experience of volunteer recruitment, management, or coordination.
- Understanding of employer engagement within education and careers programmes.

Desirable experience:

- Knowledge of the technology, digital, or STEM sectors, particularly the frontier technologies: Artificial Intelligence (AI), Advanced Connectivity, Cyber Security, Engineering Biology, Quantum Technologies, and Semiconductors
- Experience working within publicly funded programmes.

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

7. Location

This role covers the South East region of England which includes Kent, East Sussex, West Sussex, Isle of White, Hampshire, Berkshire, Oxfordshire, Buckinghamshire, and Surrey. Home-based within the region, with regular travel to schools, employers, 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 - £34,000-38,000

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.