**Job Title:**  School Programme Officer

**JOB PURPOSE:** The Schools Programme Officer is part of a small team delivering high-quality STE(A)M engagement events to schools across Scotland. The role involves programme delivery, event organisation and administration.

**REPORTING RELATIONSHIPS:** The Schools Programme Officer is accountable to the Schools Programme Manager.

**LOCATION:** Based in EDT’s Glasgow office, with some Scotland-wide travel required and occasional overnight stays.

**HOURS**: Full Time 37.5 a week

**Organisation:** We are a UK-wide education charity whose mission is to help young people achieve their potential through access to STE(A)M activities. Each year, we work with over 30,000 young people across the UK, providing industry-informed, curriculum-enhancing learning experiences; which promote positive post school destinations and encourage young people to achieve their full potential by following a STE(A)M career or further study choice.

We work closely with industry to ensure our activities are relevant and resonate to the needs of the real-life world of work. We also run the Industrial Cadet programme which is an industry led accreditation for work experience, partnering with companies large and small across the UK.

**KEY RESULT AREAS:**

**Programme Delivery**

* Deliver briefing and training sessions
* Deliver existing and new programmes in line with agreed national strategy
* Provide support to schools and the schools teams during the delivery of programmes
* Develop and maintain good working relationships with teachers and industry mentors

**Administration**

* Ensure schools and pupils are registered for programmes and events
* Ensure the CRM data system is well utilised and kept up to date for schools programmes
* Actively promote positive and effective communication with stakeholders, including promotion of EDT events on social media where appropriate
* Collate and process all monitoring and evaluation feedback in an accurate and timely manner

**Event Organisation**

* Assist with the preparation of event materials
* Liaise with venues to ensure all our requirements are met
* Assist with the preparation of presentations and activities

**General**

* Develop and maintain effective working relationships with the EDT Scotland team
* Participate in team meetings and activities
* Develop and maintain effective working relationships between EDT and external organisations
* Act as an ambassador for EDT to promote positive and effective public relations within the community

**Competencies:**

* Excellent interpersonal and communication skills
* Ability to develop relationships with staff at all levels
* Ability to work co-operatively and confidently with colleagues and other stakeholders
* Ability to recognise and meet deadlines
* Ability to manage detail and use databases

**Special conditions:**

The successful candidate will be required to fulfil an enhanced PVG check and should hold a clean driving licence