

School Programmes Officer

JOB PURPOSE: The School Programmes Officer is part of a UK wide team delivering high-quality STE(A)M engagement programmes and events to schools/colleges. This role involves delivery (face-to-face and virtual), event organisation and administration.

ABOUT EDT: EDT is an educational charity established over 40 years ago and we are in the process of going through an exciting period of transformation. We are looking for a motivated and creative person to join our dynamic School Programmes Team and work with our partners and volunteers to create and deliver our projects and experiences to young people interested in STEM and future (META) skills.

Young people are at the heart of what we do and through providing industry informed, curriculum enhancing learning experiences, we help them develop personal and interpersonal skills, fulfil their potential, and make informed decisions about their future.

By joining EDT, you will have the opportunity to support thousands of young people each year. You will also be able to influence the direction of our charity through creative and brainstorming sessions open to all employees.

Salary: Band B, salary band starting at £25,800 per annum depending on skills and experience.

Benefits: 25 days annual leave per year plus bank holidays; pension (up to 10% employer contribution); life insurance (3 times annual salary); hybrid and flexible working; well-being support.

Location: Scotland (office location: Glasgow)

Hours: Full Time 5 days week (37.5 hours per week) with flexibility for early starts/late finishes and some overnight stays. Hybrid working.

Key Responsibilities:

- Deliver large scale programmes and events with schools and industry mentors to a high standard
- Responsible for the planning and implementation of EDT activities and events
- Recruit and build strong relationships with schools and volunteers, working with the Programme and Event co-ordinator to match educators to funders' requirements
- Develop and maintain good working relationships with teachers and industry mentors
- Ability to work both collaboratively and independently to create inspiring content

Key Responsibilities cont..

- Use our CRM system to manage delivery, report and track progress, ensuring that all relevant data is reviewed, managed and kept up to date
- Contribute to the expansion and development of inspirational, hands-on, virtual or face-to-face activities for young people
- Work dynamically with all levels of the organisation to help create new and exciting additions to our programmes
- Liaise with venues to ensure all programme requirements are met

Competencies and Attributes

- Professional and proactive, with real pride in the quality of work
- Excellent interpersonal and communication skills
- Dynamic and engaging presentation skills with the confidence to deliver activities to large groups
- A team worker who can liaise and collaborate with colleagues and other stakeholders
- Organised - can manage workload and deadlines and demonstrate effective time management
- Attention to detail and good IT skills (databases, CRM, excel)
- A positive and resilient attitude
- Experience in the third sector and/or youth sector is desirable

Special conditions:

The successful candidate will be required to fulfil an enhanced DBS/PVG check and should hold a clean driving licence as the role requires regular travel offsite around your region and occasionally other parts of the country (possibly involving overnight stays)

Access to own car is essential - Out of pocket (e.g. mileage) expenses are covered

How to apply: Please submit your **CV and a cover letter** outlining your specific interest and relevant experience to successfully fill this role to: s.brown@etrust.org.uk & k.callan@etrust.org.uk

Closing date: On-going recruitment

Interview date: Interviews will be conducted on rolling basis.

