

School Programmes Officer

ABOUT EDT: EDT is an educational charity established over 40 years ago and we are 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.

Our vision is to create a society which empowers young people, regardless of their backgrounds, to be excited by STEM opportunities and to be inspired about their potential - developing the next generation of the UK workforce.

Our mission is to inspire young people, ensuring they have the opportunity and confidence to reach their full potential, enabling them to contribute to their communities and improve their social mobility. We do this by connecting them with industry and inspiring STEM role models, exploring pathways from education to employment, developing a broad range of skills to improve their work readiness and celebrate their achievements through Industrial Cadets Awards at each milestone.

EDT is committed to encouraging equality and diversity among our workforce, Trustees, and the programmes that we run. The aim is for our workforce, governing structures and the programmes that we run, to be truly representative of all sections of society, and for each EDT Employee, Volunteer and Participant to feel respected and able to give their best.

Salary: Band B, starting salary £25,800, 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: Hybrid, Glasgow office with travel to our stakeholders.

Hours: Full time (37.5 hours per week) with flexibility for early starts/late finishes and some overnight stays.

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.

KEY RESPONSIBILITIES:

- Deliver large scale programmes and events with schools and industry mentors to a high standard
- Responsible for the overall planning and implementation of the 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
- Use our CRM system to manage delivery, report and track progress, ensuring that all relevant data is reviewed, managed and kept up to date
- Be the face of EDT- take a 'Front of house' role at face-to-face and virtual events
- 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

Included in the remit of this role, there may be a requirement for the successful candidate to assume additional responsibilities e.g.

- Local Health & Safety Lead
- First Aider
- Fire Marshall
- Safeguarding
- Data Protection

Should this be necessary, training will be provided where needed.

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
- Ability to be a positive ambassador for EDT
- 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 reliable transportation is essential (own car preferably).

OUR VALUES:

At EDT, we are:

- Passionate about creating equitable access to STEM careers.
- Dynamic in our response to a changing world.
- Collaborative with industry, educators, and communities.
- Respectful of young people's potential and the lived experiences of our beneficiaries.

WHY JOIN US?

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.

HOW TO APPLY: Please submit your CV and covering letter which outlines your specific interest, experience and ability to successfully fulfil this role to Kiana Callan k.callan@etrust.org.uk

CLOSING DATE: Thursday, 18th September 12pm.

INTERVIEW DATE: Rolling basis