JOB TITLE: Experience Days Lead

JOB PURPOSE: Working alongside the Chief Operating Officer to develop and expand EDT's Experience Days programme. Ensuring the quality of delivery of interactive Experience Days and guaranteeing that activities are innovative, well-delivered and reflective of the national curriculum, meeting teachers' and pupils' needs.

About EDT: With over 30 years of experience in developing industry-linked STEM educational content, we work closely with stakeholders and beneficiaries to ensure we align our content to relevant curricula and frameworks, including Gatsby benchmarks and Experiences and Outcomes.

EDT is currently going through an exciting period of transformation, we are providing a blended approach of face-to-face and digital delivery to young people interested in STEM and future (META) skills. We are looking for a motivated and creative person to help us on this journey and join our dynamic Experience Days Team to work with young people by creating and delivering our project and experiences with support of our stakeholders and volunteers.

Through the creation and delivery of experiences, projects, placements and Industrial Cadets accredited programmes, we create pathways through education to employment and

- inspire young minds
- unlock potential
- promote achievement
- encourage attainment
- bridge the gap between industry and education.

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. To help us on our journey we are looking for a passionate individual to join our team and lead on our one-day experiences reaching thousands of young people each year.

REPORTING RELATIONSHIPS: Chief Operating Officer

MANAGEMENT ACCOUNTABILITY: Education Officer, School Officer

LOCATIONS: Birmingham or Welywn Garden City offices with the possibility to work from home on occasion. Please note with current covid restrictions we are working from home, and when these restrictions lift we plan to build a flexible, hybrid model to support staff and charity.

Salary: £25K - £35K

HOURS: Full time (37.5 hours per week) with flexibility for early starts, overnight stays and evening work.

Creation, Quality and Management:

- Contribute to the expansion and development of an inspirational, hands-on, virtual or face to face STE(A)M programme for young people: identifying areas for growth and leading on the creation of new and exciting additions to our programme to meet EDT & funder requirements

- Accountable for operational delivery of all Experience Days delivery in England managing peaks and troughs - working with Education & Events Leads to fully resource activity
- Monitor the quality of delivery of the Experience Days by working together with other teams to identify best-practice and areas for improvement and ensure these are shared with other team members
- Using our CRM system to manage delivery, reporting and track progress ensuring it is up to date

Delivery

- Deliver interactive STE(A)M programmes to class/year groups virtually and face-to-face
- Working with the Experience Days School Officer, ensuring we organise high quality student events at various locations including schools, universities, employer premises and other appropriate venues and online
- Positively promote and engage the interest of teachers, parents, students, and university staff
- Adopt a flexible approach to working with the rest of the EDT team including being prepared to carry out activities on behalf of other members of the team.

Programme growth

- Identify sources of funding to meet target within the education landscape where available, with responsibility for income generation (year one target £30,000)
- Where appropriate build and maintain relationships with funders/sponsors
- Reporting on progress to Chief Operating Officer to manage risk

Other:

- To undertake other duties as required within the general scope and level of the post
- This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. Job descriptions will be updated or amended from time to time to reflect such changes.

Competencies

- Excellent interpersonal and communication skills
- Experience of writing curriculum-aligned content
- Comfortable with working with a large number of students (120+)
- Ability to work co-operatively and confidently with colleagues and other stakeholders
- Experience of income generation is desirable
- Ability to recognise and meet deadlines
- Ability to manage detail and use databases
- Ability to manage a personal workload
- Ability to work to deadlines, plan workload and demonstrate effective time management

- Energetic and committed with a clear focus on achieving results
- Professional and proactive, with a real pride in quality of work
- Creative thinker with the ability to generate new ideas/content.
- Ability to work well in a team, co-operatively with colleagues and other stakeholders
- Positive and resilient attitude
- Adaptable and flexible
- Ability to be an engaging and inspiring ambassador for EDT
- Experience relevant to charity/third sector/youth sector

Special conditions:
The successful candidate will be required to fulfil an enhanced PVG/DBS check and should hold a clean driving licence. Due to working with schools, flexible hours will be required, including early starts, overnight stays and evening work.

Closing date for applications 15th August 2021. To apply please send a covering letter and CV to g.dearman@etrust.org.uk