

## Job Description

### Job Title: STEM Development Consultant

<b>Date Updated:</b>	21/09/23	<b>Version:</b>	2.0
<b>Reports to:</b>	Services to Education and STEM Contract Manager		
<b>Direct Reports:</b>	None		
<b>Work Location:</b>	Various		

#### 1.1 Job Purpose

- Co-ordinate STEM activities and delivery plan objectives across all STEM contracts for the South West (SW) region including STEM Learning contracts and Howmet Aerospace.
- Design and delivery of STEM activities to young people aged 5-19 in a range of educational and non-school settings as agreed
- Design and delivery of CPD and training activities to educators and other professionals as agreed
- Work collaboratively with relevant stakeholders and partners to promote STEM education, provide advice and expertise and facilitate the growth of STEM enrichment opportunities across the region.

#### 1.2 Main Duties

- To support development and implementation of a SW regional delivery plan, with direction from the S2E and STEM Contract Manager
- To deliver STEM career-related activities in schools, especially within primary and secondary schools. Activities may include STEM enterprise days, workshops, talks, practical activities in classroom settings and remote presentations
- To design and create bespoke STEM careers activities as required under the contract deliverables
- To carry out thorough evaluation of STEM activities, especially any targeted intervention projects to demonstrate impact
- To be aware of and signpost the STEM Learning Network offer (STEM Ambassadors, Nuffield Research Placements, Science Learning Partnerships, Computing Hubs) to schools, colleges and non-school groups by regular communication with primary and secondary schools, Multi Academy Trusts and community groups as needed.
- To give advice and guidance to schools regarding their STEM careers provision and signpost as appropriate
- To support the development of relationships with local STEM employers in key sector areas with a view to promoting school engagement opportunities across the SW region.
- To work collaboratively with the local Science Learning Partnership and other Network Partners to support mutual objectives under STEM Learning.
- To attend STEM Learning and CSW training as required
- To support the development and co-ordination of STEM related events across the region e.g. virtual STEM careers event, STEM CPD for educators, networking or training events;
- To assist with any actions identified from the Regional STEM Board.
- To carry out any other relevant tasks as required by the S2E and STEM Contract Manager
- To maintain the profile of CSW through the provision of a positive and co-operative service to support education and businesses across the SW region
- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance, appraisal and development scheme and take responsibility for personal professional development
- To ensure that all company policies and procedures including equal opportunities, health and safety, safeguarding policies and procedures are adhered to at all times
- To embrace and optimise the use of ICT within the role, working remotely and engaging in virtual meetings

as required.

## 2. General

- Must be prepared to work flexible hours, including early evenings and weekends in line with business need
- Must hold a driving licence and have access to own transport as will be required to travel within an agreed geographical area as part of this role
- To adhere to the company policy of commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with
- The commitment to promoting equality of opportunity for all
- To be aware of the principles of Data protection legislation and codes of practice including GDPR.

## 3. Essential skills/experience/qualifications

- A STEM related qualification or evidence of equivalent expertise/knowledge
- A team player with excellent interpersonal and communication skills
- Knowledge of the STEM education and/or careers landscape
- Ability to form relationships and work effectively with colleagues, partners and other stakeholders
- Digital, creative and presentation skills
- Sound knowledge of ICT software especially Microsoft Word and Excel
- Excellent organisational skills
- The ability to be proactive and to use your own initiative
- The ability to work independently
- Personal confidence and resilience
- Exceptional standards of honesty, integrity and confidentiality

## 4. Desirable Skills

- Experience of working in a STEM related industry and/or school setting
- Level 6 Diploma in Career Guidance and Development or equivalent