#

|  |  |
| --- | --- |
| Job Title | Engagement Projects Manager  |
| Department | Engagement Projects  |
| Reporting to | Head of Engagement Projects  |
| Contract | **Open to full or part time (minimum 4-days FTE),** permanent |
| Salary range | **£33,500-£42,000k (FTE)** |
| Location | *Hybrid – a mixture of remote and office working from our London HQ.* |

#

# About EngineeringUK

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow’s engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering. Everyone who works at EngineeringUK is committed to inspiring and informing young people about engineering. We are looking for someone who has similar levels of commitment to join our organisation at such an exciting time.

We are guided by a series of values that we apply to all our activity.

**We are insightful** and open and honest with our insight so that everything we to inspire young people into engineering is based on clear and up-to-date evidence, gained by listening to and learning from our community.

**We are courageous** and dynamic in the development, piloting and promotion of ideas and activities which can help us all to inspire tomorrow’s engineers and increase the talent pipeline for engineering.

**We are passionate** about inspiring a new generation on engineers and a positive difference to young people’s lives.

**We are inclusive**, with partnership and collaboration at the heart of what we do. We are determined to reach those people who are under-represented in modern engineering.

**About the role**

The role will work across two vital projects for EngineeringUK; the Tomorrow’s Engineers Code and Energy Quest. Both projects are integral to EngineeringUK’s five-year strategy and will have impacts across both the engineering sector and 1000s of young people in the UK.

**Tomorrow’s Engineers Code**

Launched in October 2020 the Tomorrow’s Engineers Code (The Code) provides a powerful opportunity to grow the collective impact of engineering engagement, making a positive difference to young people’s lives and securing the engineering workforce the UK needs to thrive.

With over 180 organisations already signed up (including corporates, Government departments and charitable organisations), you will be the operational lead for The Code, building and managing relationships, developing and implementing a recruitment strategy for Signatories, delivering a communications plan, managing the digital presence for The Code including writing and uploading content, and being responsible for data input and analysis.

We believe that the Code has huge potential to shift the dial in engineering engagement and this important project has support at a Government level. Alongside this, working with the Code’s Thinking Group and Advisory Board, will give you the opportunity to learn from high-level representatives across government and the engineering sector.

**Energy Quest**

Reaching over 200,000 young people over the past six years; Energy Quest is one of the largest engineering schools programme in the UK; changing young people’s perceptions on engineering.

This UK wide programme works with 11-14-year olds in secondary schools helping them find out about sustainable energy through interactive activities, encountering engineering role models from local engineering industries and being inspired about engineering careers. You will be the operational lead for Energy Quest, working with partners across the UK to set up and deliver the refreshed version of Energy Quest for the next three years. You will report to the Head of Engagement Projects and work closely with the Senior Code Manager.

# Role responsibilities

* Be the first point of contact for potential Signatories of The Code, helping them to understand why it matters, motivating them to sign-up and managing them through the onboarding process
* Build and implement a recruitment plan for Signatories including monitoring sign-up and identifying gaps
* Manage The Code’s digital presence including writing and uploading content to the microsite and developing ideas for how the digital space can support the Signatories
* Design and develop new promotional materials and other assets to support the Code Community along with delivering the communications plan
* As required, develop and deliver webinars for the Code Community
* Provide Secretariat support for the Advisory Board
* Develop and manage processes for the data management associated with The Code and EQ
* Lead on the day-to-day delivery of EQ ensuring we are achieving the programme’s objectives and KPIs
* Manage EQ Delivery Partners to support programme delivery, monitor performance against deliverables and identify and mitigate risks across all aspects of the programme
* Monitor the iteration of EQ to continually improve the programme and increase its impact upon young people, particularly girls and others from under-represented groups
* Produce reports for funders and EngineeringUK’s internal project management
* Arrange Delivery Partner meetings including arranging dates, tracking attendees, organising papers and taking minutes

# Other duties

This job description sets out the requirements of the role at the time it was drawn up and may change over time. The Engagement Projects Manager will be expected to undertake other tasks or duties as required.

**Person specification**

Essential experience and attributes

* Excellent stakeholder management and relationship building skills with the confidence to interact with others in very senior roles
* Ability to support colleagues with a diverse range of responsibilities and across numerous departments
* Can use social skills to interact with colleagues and other stakeholders, to motivate, inspire and persuade
* Ability to efficiently produce written content for a range of audiences and purposes (e.g., project reports, recruitment materials, email updates)
* Experience of project management
* Ability to think creatively and innovatively whilst working under pressure
* Ability to work independently and flexibly within a rapidly changing environment
* Initiative to continually review and improve working processes

**Desirable experiences and attributes**

* Experience of working on programmes designed for schools
* Experience/knowledge of the engineering sector

**Education / level of experience**

# 2 years proven experience within a similar role

# Applying for this role

Please send a CV and statement (no longer than 2 sides) in support of your application explaining how you fulfil the key criteria for the role by email to HR@engineeringuk.com, quoting the job title in the subject of your email. ***Please also tell us where you saw the job advertised in your email as we are currently tracking our applications.***

The deadline for applications is before 5pm on **Friday 28 January.**

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

EngineeringUK are working hard to be a disability confident employer. Please let us know if there are any reasonable adjustments we can make for you during this recruitment process and beyond.

We aim to notify candidates who have been shortlisted on **Wednesday 2 February.** If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held virtually between **Tuesday 8 – Wednesday 9 February.**

Second interviews for successful candidates will be held virtually between **Tuesday 15 – Wednesday 16 February.**

*EngineeringUK is an inclusive organisation; we welcome everyone with all skills, experiences, and backgrounds.*

 *Each applicant will be individually assed regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, ethnicity, colour, or national origin, religion or belief, disability or age.*

*We are an equal opportunities employer and are open to flexible working, including job share.*

**Benefits / Perks**

* 28 days paid annual leave (plus bank holidays and 3 days at Christmas)
* Competitive pension
* Annual bonus
* Flexible working
* Employee Assistance Programme
* Life Assurance
* Permanent Health Insurance
* Access to office gym with employee discount
* Yearly flu jabs