

Job Title	STEM (Careers) Inspiration Manager (maternity cover)
Department	Careers Team
Reporting to	Head of Careers
Contract	6 months fixed term part time (0.8) from April to October 2023
Salary range	£38,000 to £45,000 pa (pro-rated)
Location	Central London based with hybrid working (60%)

We are a not-for-profit organisation who are committed to increasing the diversity and numbers of young people entering into engineering and technology to meet the future workforce needs, as well as promoting roles that help us work towards net zero and drive environmental sustainability.

Are you a project manager who loves the challenge of working with and inspiring young people?

Do you love planning and supporting events?

Do you enjoy making written materials exciting and engaging so they have a real impact?

We are looking for someone to work with our careers team to review our careers materials to extend the reach of our inspiring work, encouraging more young people from more diverse backgrounds into careers within engineering and technology.

You will support the delivery of our UK Big Bang Fair in Birmingham from 20-23 June, leading the onsite careers inspiration activity. You will bring STEM careers and pathways to life, working with young visitors, teachers, volunteers, STEM employers, universities, STEM and career-focused organisations and event staff.

This is a part-time (4 days or 0.8 full time equivalent) maternity cover role and we are open to discussion with you about your preferred working hours and pattern.

About us at EngineeringUK

Our vision is that the UK has the workforce needed for engineering and technology to thrive, to improve sustainability and to achieve net zero.

Our mission is that we will enable more young people from all backgrounds to be informed, inspired and progress into engineering and technology. We work in partnership across the engineering and technology community (including business and industry, education, professional institutions and the third sector) to understand the sector and the skills it needs to develop, deliver and promote effective activities to inspire young people to choose a career in engineering and technology.

Together we're working hard to improve the diversity of the young people we work with to create a diverse engineering and technology workforce that reflects the UK population and is ready to meet the future needs of the industry and the planet to achieve net zero and support sustainability.

Our values apply to all our activity:

- **We are insightful** so that everything we do is based on clear and up-to-date evidence, we listen and we learn.
- **We are courageous** and dynamic in the development, piloting and promotion of all of our ideas and activities.
- **We are passionate** about our mission to make a positive difference to young people's lives and our planet.
- **We are inclusive**, with partnership and collaboration at the heart of what we do.

About the role

The STEM Inspiration Manager will help extend the reach of EngineeringUK's STEM careers information, developing new/re-purposing existing content to ensure it covers the breadth of engineering and tech careers and the routes into those and meets the needs of different audiences, including parents and careers advisers. The STEM Inspiration Manager will support the delivery of The Big Bang UK Fair, leading the onsite careers inspiration activity. They will help bring STEM careers and pathways to life, working with young visitors, teachers, volunteers, STEM employers, universities, STEM and career-focused organisations and event staff.

The role will report into the Head of Careers and will sit within the Communications Directorate.

Key aspects of the role include:

- Project manage and deliver the careers activities for The Big Bang Fair including devising and implementing a guided visitor journey and managing careers activities and staff on site.
- Work with the Careers Working Group (CWG) - a collaborative group drawn from across the engineering/STEM engagement community - to support the development of our careers content for different audiences, including young people, teachers, careers advisers, outreach delivery organisations and STEM Ambassadors.
- Working with the Careers Manager and programme leads, explore and implement different ways of embedding careers messaging and resources into EngineeringUK's programmes.
- Extend the reach of EngineeringUK's schools-facing careers content, working with our research team, business & industry team and teacher network, to identify (and better understand how to engage with) different stakeholders.
- Support other organisations with their engineering careers content, ensuring it is up-to-date, inspiring, accessible, and that it challenges stereotypes.
- Create and collate useful 'good practice' careers content for the Tomorrow's Engineers website (including webinars, workshops, leaflets and information)

documents), to support outreach practitioners and the stakeholder audience with their delivery.

- Support careers activity for other elements of The Big Bang programme, including Big Bang at School and The Big Bang Competition.
- Represent the careers team internally and externally.
- Commitment to our mission and values, you will be able to engage with our values and work in a way that supports our commitment to Equity, Diversity and Inclusion.

The role is London based at our office at 10 Lower Thames Street, London EC3R 6EN and will may involve travel in the UK. This includes attendance at the UK Big Bang Fair in Birmingham on 20-23 June.

We believe that hybrid working has many benefits and are pleased to offer flexible working with a baseline of 2 days (or 40%) a week in our vibrant central London office overlooking the Thames. We also offer core hours of 10am to 4pm. Further details on our flexible working practices can be discussed at interview or you can reach out to a member of our HR team.

Person specification

Essential Skills / Competencies

- Project management experience
- Excellent written communication skills with the ability to adapt writing style to different audiences
- Able to understand the bigger picture whilst also attending to detail
- Collaborative and solutions-focused
- Able to work independently and prioritise tasks within a rapidly changing environment
- Experience of matrix team working

Additionally, you may also have the following skills / experience

- Recent experience in a careers guidance role, ideally within a secondary school setting
- Working knowledge of STEM careers and opportunities for young people
- Experience of working with Careers Hubs and/or Education Business Partnerships

Education / level of experience

- Suited to someone with 5+ years professional experience, qualified at Level 3 or above.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong. This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.

We value the benefits of a diverse workforce and encourage applications from people of all backgrounds and experiences. Our recruitment process is designed to be as accessible and inclusive as possible and to ensure people are individually assessed regardless of their backgrounds or characteristics. We are an equal opportunities employer and are open to flexible working, including job share.

Applying for this role

Please send a CV and covering statement in support of your application that is no longer than two sides of A4 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.

If you would like to request to submit your application in an alternative format to support accessibility, please let us know.

Please also tell us where you saw the job advertised in your email as we are tracking our applications.

The deadline for applications is before **12:00 noon on Monday 13 March 2023**.

Interviews

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

We are a Disability Confident committed employer. We guarantee an interview to anyone with disability who meets the minimum requirements of the role - please let us know if this applies to you. Additionally, if there are any reasonable adjustments we can make for you during this recruitment process just email hr@engineeringuk.com with details.

We aim to notify candidates who have been shortlisted on 17 March 2023. If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held week commencing 20 March 2023.

What can we offer you?

- Competitive salary
- 28 days paid annual leave (plus bank holidays and Christmas office closure)
- Competitive pension (10% employer contribution)
- Annual bonus opportunity
- Flexible working is embraced
- A vibrant office overlooking the Thames embankment and Tower Bridge
- Employee Assistance Programme
- Life Insurance (4 x salary)
- Long term illness/incapacity insurance cover (permanent health insurance or PHI)
- Annual private health check for all employees over 40 once they have completed their probationary period and to employees over 35 after 3 years' service
- Discounted gym membership
- Yearly flu vaccination

