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| **Job Title** | Programme Content Manager |
| **Department** | The Big Bang |
| **Reporting to** | Associate Director, The Big Bang |
| **Contract** | Permanent, full/part time (4 to 5 days a week) |
| **Salary range** | £39,500 – £43,000 pa (full time equivalent) |
| **Location** | London/Hybrid Working (about 40%/60%) |

# **About EngineeringUK**

EngineeringUK is a not-for-profit organisation, which works in partnership across the engineering community with a wide range of organisations from business and industry, education, professional institutions and the third sector, to understand the engineering sector and the skills it needs and to develop, deliver and promote effective initiatives and programmes to inspire young people to consider a career in engineering. Together we’re working hard to improve the diversity of the young people we inform and inspire into engineering, helping to create a diverse and inclusive engineering workforce that reflects the UK population. And we’re growing our collective understanding of how to inspire young people into engineering to meet the workforce needs for environmental sustainability.

We 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 Programme Content Manager will provide support for EngineeringUK’s engagement programmes, which currently comprise The Big Bang programme, Robotics Challenge and Energy Quest. The role holder will also be expected to contribute to new programme development to support our strategic aim to reach c180,000 young people annually through our more intensive programmes by 2028 and more still via our lighter touch “universal” activity.

**You** will be responsible for ensuring content across our programmes is appropriate for young people, in particular those from groups underrepresented in engineering. You’ll make sure content is curriculum-linked, representative and diverse, as well as being inspiring and engaging for young people, demonstrating to them what a career in engineering and tech could mean for them and the ways in which they might access those careers. You will do this by forming and maintaining strong working relationships with a range of stakeholders, including content providers, delivery partners and funders. You will also draw on in-house expertise on careers, inclusion, communications and environmental sustainability. You will be expected to ensure content can work in both face-to-face and digital environments, strengthening programmes with a cohesive, compelling mix of the best STEM content.

We expect you to understand STEM outreach and science communication, to recognise content which works for our target audience of 11–14-year-olds and to embed learning from student and teacher networks and evaluation into our delivery.

The role is based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN with occasional travel in the UK. We believe that hybrid working has many benefits and are pleased to offer flexible working with a baseline of 2 days a week in the office, and core hours of 10am to 4pm. Further details on our flexible working practices can be provided at interview or via a member of our HR team.

# **Role responsibilities**

* Identify, source and develop content for inclusion across EngineeringUK’s activities for young people ensuring our approach is consistent, represents quality engagement and reflects the breadth of STEM careers and pathways, especially engineering and technology.
* Take an evidence-based approach to the development of content across EngineeringUK’s programmes, focussing on the experience of the young people it is designed for while making sure it meets teacher/school and funder needs; working with the evaluation team to understand better what works.
* Build and maintain strong working relationships with organisations which provide content for our programmes, as well as with key internal and external stakeholders.
* Work with the Head of Equality, Diversity and Inclusion in ensuring all content across our programmes is representative, relevant, appealing and accessible for all young people, in-particular those from groups underrepresented in engineering and technology.
* Design content so that it can be repurposed and adapted to support programmes in different ways, including digital and face to face iterations where appropriate.
* Support content research and recommendations across EngineeringUK where programmes work with STEM content providers
* Evaluate what works in terms of content, share and build on this learning to inform and improve the impact of all young person programmes at EngineeringUK.
* Work with internal teams to review/manage content submissions from a range of content providers (which could include funders and members) including reviewing quality and working with stakeholders/providers to ensure their content meets quality standards
* Commitment to our mission, values, and approach to Equity, Diversity and Inclusion

# **Other duties**

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Programme Content Manager will be expected to undertake other tasks or duties as required; work in line with EngineeringUK’s Quality Management System (QMS); and comply with EngineeringUK’s data protection policies at all times.

# **Person specification**

# Essential Skills / Competencies

* An understanding of STEM and of science communication and what makes inspiring, innovative and diverse content
* Excellent stakeholder management skills
* Well organised and able to project plan effectively
* Collaborative, with the ability to build and maintain strong working relationships
* Strong written and verbal communication skills; confident communicator in internal and external settings, with good influencing skills
* Experience of content creation and how that works across face to face and digital settings
* Resilient and resourceful
* Ability to think creatively and innovatively whilst working under pressure
* Willingness to learn and develop new skills sets as required
* Ability to work independently and prioritise own tasks and time, while also working across multiple projects
* Excellent IT skills
* A team player, contributing to team decisions and facilitating cross-organisational working.

# Desirable

* An understanding of the STEM National Curriculum across the UK, as well as the Gatsby Benchmarks and how to adapt content to reflect those themes
* An understanding of the evidence base for STEM inspiration activities and how to evaluate their impact
* Familiarity with environmental sustainability issues and understand the implications for both engineering and this role.

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**

You can apply by clicking here or copying and pasting this URL into a web browser.

https://app.beapplied.com/apply/ctxakjpj0m

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

The deadline for applications is before **12:00 noon on 27 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. Additionally, if there are any reasonable adjustments we can make for you during this recruitment process then we are happy to discuss this with you. If either of these apply then please discuss this on the reasonable adjustments question on your application.

We aim to notify candidates who have been shortlisted on **30 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 **4 April 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