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| Job Title | Project Support Officer |
| Department | Engagement Projects |
| Reporting to | **Phil McShane** |
| Salary range | £30,000-£35,500 |
| Contract | **(Full Time, Fixed Term Contract 18 months)** |
| 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**

You will work with a range of teams across EngineeringUK providing background research and supporting their projects through hands on delivery and planning, updating project plans and identifying inter-dependencies and potential barriers to delivery within the team and across the organisation. This is a role for someone who enjoys working across multiple projects and tasks.

Work that you may support include:

* [The Big Bang programme](https://www.thebigbang.org.uk/) which currently comprises The Big Bang Fair, the UK’s largest STEM Careers Fair; the Big Bang at School, smaller Fairs within schools; and The Big Bang Competition
* The [Tomorrow’s Engineers Code](https://code.tomorrowsengineers.org.uk/), a community of 250+ organisations who have committed to coordinate their work and help each other to improve the impact of engineering engagement
* Engagement Projects, currently 2 in school workshops and a competition ([Robotics Challenge](https://www.engineeringuk.com/our-work/inspiring-young-people/robotics-challenge/) and [Energy Quest](https://www.engineeringuk.com/our-work/inspiring-young-people/energy-quest/)), with new activities for young people being developed
* [Business and Industry](https://www.engineeringuk.com/membership/overview/), working with our supporters to bring in their expertise, insights, careers content for young people, and funding.

The role is London based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN and may involve some 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 (or 40%) a week in the office and core hours of 10am to 4pm.

# **Role responsibilities**

* Providing support to project teams as required, examples may include:
  + Working with the Big Bang Fair team to research, identify and secure potential content and panellists; manage relationships with some exhibitors, content providers and panellists to ensure they are informed and supported through their work with us; update the Big Bang website with information about what’s on at the event
  + Working with the Tomorrow’s Engineers Code team as the first point of contact for Code Signatories; including recruitment, onboarding and regular communications; developing and delivering webinars; managing The Code’s digital presence including writing and uploading content to the microsite, motivating Signatories to utilise the digital space and developing ideas for how the digital space can support the Signatories; manage Code Signatory data and providing Secretariat support for The Code Advisory Board and Thinking Group.
  + Working with the Business & Industry team to research the engineering and tech sector’s skills needs and identifying individual organisations and contacts we might work with to help support those needs; ensure a consistent approach to researching new contacts; with support, making first approaches to new funders for EngineeringUK’s programmes and activities; provide contracting and invoicing support.
* Identifying potential issues and making recommendations to keep project work on track.
* Working closely with the project lead(s) to work through any resource constraints.
* Supporting the project team(s) in all aspects of project reporting.
* Conducting post project evaluations where appropriate to identify and share best practice and lessons learned.
* Providing support to our Project Management Office such as collating reports, attending project meetings to monitor progress and updating key progress trackers.
* Work in line with EngineeringUK values and support achievement of our organisational objectives.
* Undertake any training and development as required for the role.
* Any other duties and tasks as directed and required by your line manager and/or project leads.
* This is a general guide to the key responsibilities of this role, it is not exhaustive. Similarly, the amount of time that you spend on various aspects of the role may vary.

# **Person specification**

Essential Skills / Competencies

* Project delivery experience, including carefully following procedures but able to use initiative when needed and consider the impact of their work and decisions
* Excellent attention to detail and well organised
* Strong written and verbal communication skillsStrong team player and experience of building and managing relationships with colleagues and/or external partners.
* Resilient and resourceful
* Good time management, with flexibility to respond positively to short notice changes in work schedule
* Ability to work independently and prioritise own tasks and time, while also working across multiple projects
* Commitment to our mission, values, and approach to Equity, Diversity and Inclusion.

Desirable

* Experience of working in not-for-profit sectors and/or with young people
* 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](https://app.beapplied.com/apply/uavr7jx3qo) or copying and pasting this URL into a web browser

https://app.beapplied.com/apply/uavr7jx3qo

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 27th March.**

# **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 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 **30th March** If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held between **4th-6th April.**

# **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