



Department for Levelling Up,  
Housing & Communities



UK Government Wales  
Llywodraeth y DU Cymru



**Job Description - Project Support Officer – Connecting Teachers with Industry**

- Vacancies:** 1 x Full-time position available to deliver project in Rhondda Cynon Taf authority
- Responsible to:** EESW Chief Executive Officer and Project Officer
- Territory/Region:** The County Borough area of Rhondda Cynon Taf
- Based at:** Home
- Hours:** Full time 37.5 hours per week (usually 8.30-4.30pm, however some evening work depending on times of events taking place after school)
- Start Date:** As soon as possible
- Contract Length:** Fixed term contract until 30<sup>th</sup> June 2022 working on the above project
- Salary:** £26,000-£30,000 pro rata equivalent (plus travel expenses) depending on experience
- Contract Purpose:** To work under direction of the EESW management team, and the Project Officer to provide marketing and administrative support to successfully deliver the pilot project for the County Borough area of Rhondda Cynon Taf funded by the UK Community Renewal Fund

**Project description:**

The Connecting Teachers with Industry Project will create and deliver a series of events aimed at teaching professionals of both primary and secondary schools. Events will expose teachers to the excitement and wonders of manufacturing and engineering and make them aware of the range of innovative and rewarding careers available in the Advanced Materials and Manufacturing, Creative and Digital and Energy and Environment sectors in the region.

The Project will also then give teachers the opportunity to have guest speakers visit their school to speak at pupil assemblies, collapsed-curriculum days, or other careers events.

**Person Specification:**

This role would be ideal for a candidate seeking a short-term position with experience of marketing, events or providing administrative support. An interest or experience in working with schools or education would also be beneficial for the role.

The contract would also be suitable for those interested in undertaking a sabbatical or secondment.



Department for Levelling Up,  
Housing & Communities



UK Government Wales  
Llywodraeth y DU Cymru



### **Key Responsibilities and accountabilities:**

- Set-up and develop marketing materials for the above project
- Work under the EESW CEO and Project management team
- Work with the Project Officer to keep records of all activities and project information
- Set up a method for delegate sign up and feedback system
- Provide data to the Chief Executive Officer and Projects Coordinator
- Manage bookings of events made by the Project Officer for promotion
- Liaise with Project Officer to confirm event programmes and speaker/delegate needs
- Assist Project Officer with booking venues
- Liaise with EESW Administrative and Marketing Officer on common project work
- Market events to schools and maintain delegate lists
- Confirm catering and delegate dietary requirements for events
- Assist Project Officer with aspects of the health and safety of the project including risk assessments and actions
- Attend events and support Project Officer as needed
- Promote pilot activity for in-school talks
- Attend project group meetings
- Report regularly to the CEO
- Liaise with the Project evaluators
- Any other duties as required by the Project management team

### **Essential Skills and Experience**

- Experience of working in and liaising with education and/or industry
- Project management experience/leadership experience
- Excellent communication skills and demonstrated ability to communicate with senior managers in education, industry, and professional bodies
- Self-motivation and initiative
- Commitment to helping guide young people into STEM careers
- General administrative skills
- Own Transport

### **Desirable Skills and Experience**

- Experience of organising events and speakers
- A relevant degree
- Existing contacts in industry and/or education
- Experience of school outreach or events
- Knowledge of the current and new Curriculum for Wales 2022
- Welsh speaker