



Department for Levelling Up,
Housing & Communities



UK Government Wales
Llywodraeth y DU Cymru



Job Description – Lead Project Officer – Transforming Young Minds for Tomorrow.

- Vacancies:** A Full-time position available to deliver projects in Blaenau Gwent/Bridgend/Conwy/Denbighshire
- Responsible to:** EESW Chief Executive Officer and Project management team
- Territory/Region:** Local authority areas of Blaenau Gwent/Bridgend/Conwy/Denbighshire
- 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 30th June 2022 working on the above project
- Salary:** £32,000 - £35,000 pro rata equivalent (plus travel expenses) depending on experience
- Contract Purpose:** To work with the EESW management team, and the team of newly appointed Project Deliverers to create, develop, and successfully deliver the pilot project outlined below which is funded by the UK Community Renewal Fund

Project description:

The aim of the Project is to deliver interactive activities and experiences to expose both primary and secondary school pupils 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. Activities developed will vary from hands-on practical engineering/manufacturing experiences to meeting industrial mentors and gaining knowledge of what Welsh manufacturers do and what they produce.

The Transforming Young Minds for Tomorrow Lead Project Officer will work with the Project management team to create a new, engaging, and interactive activity which satisfies the aims of the Project and investment in life skills for young people.

The Lead Project Officer will be responsible for developing an activity which will also be aligned closely to the current and new Curriculum for Wales 2022 as well as identifying and mapping to any other relevant policies such as the Digital Competence Framework.

The Lead Project Officer will lead a newly recruited team of Project Deliverers to engage schools in the activity and set up processes to collect all necessary data required by the funding agreement. They will also set up a feedback system to inform the further development of any delivery aspects required. This will include working with external evaluators as part of the funding requirement.

The Lead Project Officer will work with the team to create a regional relevance to industry for each of the four areas. It will also be necessary to develop good working relationships with schools in their region, as well as the Education departments for each local authority and any local stakeholders and industry.



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This project is funded by the UK Government through the UK Community Renewal Fund.

Person Specification:

This role would be ideal for a candidate seeking a short-term position with experience of teaching and/or the education system.

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

Key Responsibilities and accountabilities:

- Examine the aims of the Project and to set out Project scoping exercise and create a framework for a new activity, liaising with EESW CEO and EESW Activity Manager.
- Develop project briefs and schemes of work within the scope of the project.
- Research relevant education documents and align any Project activity elements accordingly.
- Set up a survey to establish current resources in schools and identify needs of teachers in education and collate findings from Project Deliverers.
- Review Project output requirements with EESW CEO and set up a system for reporting against deliverables.
- Set up a marketing and feedback strategy with the EESW Administrative and Marketing Assistant for Project Deliverers to implement during the Project.
- Lead the team of Project Deliverers and provide any training necessary to deliver the Project activities.
- To ensure that Project milestones are met, and targets are achieved for each local authority region.
- To lead Project group meetings with the EESW Project management team.
- Manage the timeline of the project, meeting deadlines, and the time of any Project Deliverers.
- Procure any necessary consumables for delivery and develop relevant resources.
- Oversee the recruitment of schools and companies and confirm delivery sessions with schools in the area.
- Manage and work with the Project Deliverers to ensure the sign-up of schools and relevant regional links.
- Manage all aspects of the health and safety of the project including risk assessments and actions.
- Keep records of all activities and project information, feedback, and manage GDPR requirements.
- Successfully deliver the pilot to schools within designated areas.
- Maintain and manage school/industry links throughout the pilot period.
- Ensure the project pilot is delivered within the timescales and KPI target are met.
- Attend Project management group meetings and report regularly to the CEO and Project management team.
- Liaise with the Project evaluators and provide any necessary information to support the evaluation.
- Any other duties as required by the Project management team.

Essential Skills and Experience

- Experience of working in and liaising with education
- Experience of working in Primary schools and with Primary/Secondary transition
- Existing contacts in industry and/or education
- Project management/leadership experience
- Excellent communication skills and demonstrated ability to communicate with senior managers in education, industry, and professional bodies



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- Experience in/Demonstrated ability to develop and deliver professional presentations
- Self-motivation and initiative
- Commitment to helping guide young people into STEM careers
- General administrative skills
- Own Transport

Desirable Skills and Experience

- A relevant degree
- Experience of school outreach or events for young people
- Knowledge of the current and new Curriculum for Wales 2022
- Welsh speaker