



Department for Levelling Up,
Housing & Communities



UK Government Wales
Llywodraeth y DU Cymru



Job Description – Project Deliverer – Transforming Young Minds for Tomorrow

- Vacancies:** Full-time positions available in North and South Wales
There may be an opportunity for the suitable candidate to work part time/job share.
- Responsible to:** EESW Chief Executive Officer and Lead Project Officer
- 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:** £28,000 - £32,000 pro rata equivalent (plus travel expenses) depending on experience
- Contract Purpose:** To work under the direction of the EESW management team and the Lead Project Officer to successfully deliver pilot activities to Primary school students in Years 5 and 6 and mentoring opportunities for Secondary school students in Years 10 and 11.

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 Project Deliverer will work under the Lead Project Officer to engage schools in the activities and deliver pilot sessions within the funded local authorities. Project Deliverers will be required to assist the Lead Project Officer with developing any further activities.

As this is a pilot project, Project Deliverers will have a key role in the feedback process. Project Deliverers will be required to develop good working relationships with schools in their region, as well as any local stakeholders and industry.

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 local industry.



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

Key Responsibilities and accountabilities:

- Work with the Lead Project Officer to develop relevant stimulating design briefs matching the project description within a school and industrial context.
- Market the project to engage with the target number of primary and secondary schools within the region and develop a positive way forward for the delivery of the design brief.
- Undertake a survey designed by the Lead Project Officer to establish current resources in schools.
- Explore opportunities to engage with schools as part of the project roll out with LEA and other school contacts.
- Liaise with the Lead Project Officer to confirm delivery times and events.
- Maintain an accurate diary of school bookings and sessions delivered.
- Work with the Lead Project Officer and other Project Deliverers to work collaboratively on developing activities as the pilot is delivered.
- Collect data and paperwork required from schools within your allocated region.
- Work with the Lead Project Officer to keep records of all activities and project information and provide data when required.
- Work under and regularly report to the EESW CEO, Lead Project Officer and Project management team.
- Liaise with EESW Administrative and Marketing Officer as required.
- Assist the Lead Project Officer with aspects of health and safety of the project including risk assessments and actions.
- Attend events and support Lead Project Officer as required.
- Attend Project group meetings.
- Liaise with the Project evaluators and actively contribute to the evaluation.
- In addition to the above, 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
- Experience of delivering to an audience
- 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
- A relevant degree



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- Existing contacts in industry and/or education
- Experience of delivering a STEM topic, Micro bit Coding or Design
- Experience of school outreach or events for young people
- Knowledge of the current and new Curriculum for Wales 2022
- Welsh speaker