



Department for Levelling Up,  
Housing & Communities



UK Government Wales  
Llywodraeth y DU Cymru



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

- Vacancies:** Full-time position available to deliver projects in Bridgend and Rhondda Cynon Taf authorities
- Responsible to:** EESW Chief Executive Officer
- Territory/Region:** The County Borough areas of Bridgend and 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 31<sup>st</sup> December 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 Officers to develop, implement and successfully deliver the pilot project for the County Borough areas of Bridgend and 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 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 a background in either industry or education. An interest or experience in working with schools, engaging with the public or organising events would also be beneficial for the role.

Applicants might be looking for a break from their current role in industry or considering retirement from teaching. The contract would also be suitable for those interested in undertaking a sabbatical or secondment.



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### Key Responsibilities and accountabilities:

- Set-up, develop, and manage the work of the above project
- Work under the EESW CEO and Project management team
- Keep records of all activities and project information, feedback, and manage GDPR requirements
- Provide data to the Chief Executive Officer and Projects Coordinator
- Manage the timeline of the project, meeting deadlines, and the time of any colleagues
- Identify needs of teachers in education and regularly support schools
- Liaise with companies to confirm keynote speakers
- Develop links with industry and create suitable project events for teachers within the scope of the project
- Procure any necessary consumables for delivery and develop relevant resources
- Recruit schools and companies and confirm delivery sessions with schools in the area
- Successfully deliver the pilot to schools within designated area
- Organise and manage workshops, events, delivery sessions and activities
- Manage and work with the Project Support Officer to ensure sign-up of delegates
- Manage all aspects of the health and safety of the project including risk assessments and actions
- 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 management 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/leadership experience
- Excellent communication skills and demonstrated ability to communicate with senior managers in education, industry, and professional bodies
- Experience in/Demonstrated ability to develop and deliver professional presentations to an audience of up to 100 people
- 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