



Job Description

Job Title: STEM Education Officer (South Wales)

Maternity Cover until the end of February 2027

(Subject to 4-month probationary period)

Responsible to: Activity Manager

Based at: Waterton Centre, Bridgend

Region: South-West and South-East Wales

Hours: Full Time – 37.5 Hours

Standard hours are Monday to Friday, 8.30am to 4.30pm though earlier starts may be required to accommodate school bookings. A part-time, or term-time only contract could be considered, please indicate any such preference in your application statement.

Salary: Starting at £28,000 (depending on experience)

Job Purpose: To work with the Activity Manager to deliver exciting and motivating STEM activities in schools and to develop new project ideas.

Key Responsibilities and accountabilities:

Work under direction of the Activity Manager to:

- Deliver STEM activities to pupils to both primary and secondary schools as part of the Activity Delivery team and attend site visits or exhibition events as a representative of EESW.
- Prepare equipment and resources for activity delivery as necessary
- Pro-actively encourage schools to book activity sessions
- Collect all required documentation including registration forms and questionnaires and maintain records of delivered activities to update shared databases and spreadsheets
- Support the ongoing development of activities by sharing observations and ideas with the Activity Manager, to aid fundraising for the Charity
- Attend events as part of the EESW team to promote activities
- Work under the direction of the Activity Manager and liaise with other colleagues to ensure coverage of schools in all areas
- Attend team and activity deliverer meetings when required
- Assist with other strands and activities when required
- Any other duties as required by the Activity Manager and/or CEO

Essential skills and experience

- Qualified to degree level in a relevant STEM discipline
- Experience of teaching or working with young people
- Excellent communication and interpersonal skills
- Excellent ICT skills including MS Office
- Ability to work individually and as part of a team
- Proven ability to learn and apply new skills in a short time

Desirable Skills and Experience

- Ability to speak and deliver through medium of Welsh
- Experience in lesson planning
- Knowledge of the new Curriculum for Wales
- Experience of or ability to learn programming/coding skills
- Demonstrated design skills or CAD/CAM experience

The post will require you to undergo an enhanced DBS check. You will be required to travel to schools across South and West Wales using your own transport (mileage later reimbursed).