**Role: DANCOP STEM facilitator**

**Grade: Band 5, £21,514.00 - £24,080.00 per annum**

**Fixed term contract until July 2021 (project funding dependent)**

**Accountable to: STEM Co-ordinator**

Responsible for: the design and delivery of innovative and engaging education programmes and activities for young people to raise aspirations to Higher Education study, particularly in STEM subjects.

Responsibilities:

* Support the DANCOP team in preparing, co-ordinating and delivering high quality, innovative HE progression outreach activities in line with the aims of the DANCOP initiative, with a particular focus on planning activities that effectively promotes STEM.
* Provide technical support to young people to enable them to safely interact with technology and STEM teaching materials and equipment.
* Deliver a range of outreach events in schools and colleges, on campus and at other locations to promote STEM subjects and STEM centre facilities.
* Be the key point of contact for logistics and planning enquiries for the STEM centre, work with delivery hubs to promote the STEM centre, and travel to school/college and community locations to facilitate and deliver activities.
* With the Centre Co-ordinator, support the production of a range of high quality, innovative and creative materials and resources for outreach activities appropriate to target cohorts.
* Be an outstanding, professional representative of DANCOP and provide up-to-date expert information on HE funding, progression routes and university life to potential students and key influencers.
* As directed by the DANCOP Lead Project Manager - liaise with internal and external staff to ensure the smooth running of events and the delivery of the highest levels of customer service.
* Work closely with DANCOP central team, attending DANCOP meetings and training; and providing updates and reports to management as required.
* Record all activities and other agreed information as required by DANCOP for evaluation, statistical returns and reporting progress against targets.
* Supervise and provide guidance to student ambassadors and support their development and training.
* Successfully manage small projects, and support Officers on larger projects; creating resources, preparing paperwork, booking catering, rooms and organising logistics as required.
* Actively engage in continuing professional development and lifelong learning activities.
* Carry out duties in a safe and proper manner to comply with the College’s Health & Safety Policy and Equal Opportunities Policy.
* Undertake any other duties as appropriate to the grade of post.

Person spec:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role:** STEM facilitator | **E/D** | **A** | **I** | **T** |
| **Qualifications:**  |
| 1 | English and mathematics or similar at GCSE grade A-C or equivalent or willingness to achieve English and mathematics Level 2 within one year | **E** |  |  | **✓** |
| 2 | NVQ level 3 or equivalent in STEM relevant subjects | **E** | **✓** |  |  |
| **Experience and Skills** |
| 5 | Experience of delivering complex information in a creative and engaging way  | **E** |  | **✓** |  |
| 6 | Experience of working with particular students e.g. pre and post 16 students  | **E** | **✓** | **✓** |  |
| 7 | Experience of managing resources  | **D** | **✓** |  |  |
| 8 | Related vocational experience within STEM subjects  | **E** | **✓** | **✓** |  |
| 9 | Experience of evaluating data and feedback and revising activities and practices as a result | **D** | **✓** |  |  |
| 10 | Experience of successful partnership working and collaborative working | **D** | **✓** |  |  |
| 11 | Experience of managing events | **E** | **✓** | **✓** |  |
| 12 | Up to date knowledge of issues affecting progression to HE in the UK | **E** | **✓** | **✓** |  |
| 13 | Broad understanding of STEM industries and careers | **E** | **✓** |  |  |
| 14 | Understanding of and commitment to widening participation for HE | **E** |  | **✓** |  |
| 15 | Up to date knowledge of HE student funding, recruitment and qualifications | **E** | **✓** |  |  |
| 16 | Excellent written and report writing skills | **E** | **✓** |  |  |
| 17 | Experience and expertise in delivering presentations | **E** | **✓** |  | **✓** |
| 18 | To possess, or be willing to gain knowledge, of MS Word, Outlook, Inter/Intranet and Powerpoint to enable regular and appropriate application of ICT  | **E** | **✓** |  |  |
| 19 | Use of a vehicle for work purposes  | **E** | **✓** |  |  |
| **Personal Attributes:** |
| 20 | Ability to make a positive contribution to the team, valuing and respecting others’ expertise and contribution | **E** | **✓** | **✓** |  |
| 21 | Innovative and creative thinker | **E** | **✓** |  |  |
| 22 | Self-motivated with the ability to enthuse young people | **E** | **✓** |  |  |
| 23 | Commitment to own continuous professional development  | **E** | **✓** |  |  |
| 24 | Ability to demonstrate excellent organisational skills and work effectively to deadlines | **E** | **✓** |  |  |
| 25 | Ability to consistently create a welcoming and supportive environment for students and/or customers | **E** | **✓** | **✓** |  |
| 26 | Flexible approach to work and working times  | **E** | **✓** |  |  |
| 27 | Awareness of health and safety requirements relevant to the job | **E** | **✓** | **✓** |  |
| **Equality of opportunity** |
| 28 | A commitment to uphold and promote Equality of Opportunity  | **E** |  | **✓** |  |