

The STEM Engagement Specialist (Freelance) Job Description

1. Background

The Smallpeice Trust was founded in 1966 by Dr Cosby Smallpeice, engineer and inventor of the Smallpeice Lathe, who invested £1.6m of his personal fortune to give young people the support they need to bring their ideas to life through Science, Technology, Engineering and Maths (STEM).

The Smallpeice Trust is all about inspiring young people who are daring enough to think big and imagine. It gives 8-18-year olds everything that they need to explore their passion for engineering through in-school STEM Days and STEM clubs, and themed engineering residential course experiences – all with the help of universities, institutions, charities and corporate sponsors.

The Smallpeice Trust is supported by a wide range of national and international companies, the Armed Forces, Institutions, Livery Companies, educational and other charities, and universities. Other Smallpeice partners include Leonardo, Ltd, National Grid, and RAF.

2. Role Description

Main Purpose:

Responsibility for the delivery, and associated administration of ½ and 1-day STEM activities for primary or secondary schools, and/or the delivery and some administration of multi-day Courses, both STEM days and Courses could be delivered face to face or virtually. The responsibilities for each type of activity are set out separately below, alongside general responsibilities that cover both,

This role is essential to ensure the successful delivery of the Trust's STEM activities in line with the agreements with external stakeholders.

General Responsibilities:

- To take responsibility for promoting and safeguarding the welfare of students. Abiding by the schools and The Smallpeice Trust Safeguarding policies and procedures.
- Ensure the Trust meets its commitment to "Excellence in Delivery".
- Prepare and organise resources for each event, including relevant paperwork as necessary.
- Deliver safe and engaging hands-on design and make activities using key messages, as directed by The Smallpeice Trust STEM Events and Courses teams.
- Work with The Smallpeice Trust STEM Engagement Specialists to plan the delivery of stimulating STEM events and products to students at selected schools, universities or other venues as required
- Attend training sessions in The Smallpeice Trust's offices in Leamington Spa, out in schools, or virtually, as required.
- Ensure any funder requirements are met. This may include:
 - Collecting media consent and ensuring appropriate photos are taken and returned to The Smallpeice Trust STEM Events or Courses teams by given deadlines

- Enabling funders to engage with the STEM day or Course, virtually or face to face. This may be in the form of talk or supporting the activity delivery
- If required, facilitate the completion of the British Science Association Discovery Crest Award Passports by the students and return to The Smallpeice Trust for assessment.
- Promote The Smallpeice Trust wider activities, programmes and services
- Be available for the agreed hours within the working day, making allowance for preparation and travel prior to start time.
- Undergoing an annual Internal Quality Assurance assessment to ensure The Smallpeice Trust maintains excellence in delivery.
- At all times be a positive ambassador for the Trust.

STEM Day Responsibilities

- Liaise with school organisers and teachers at least 2 weeks before the delivery date of a STEM day to ensure that preparations are in place for the day. This includes running pre-event training session when delivering a Virtual STEM day with the teachers involved in the event to ensure smooth running.
- Collect student and teacher feedback from each event as required and return to The Smallpeice Trust STEM Events team by given deadlines.
- If applicable, provide teachers with the applications forms for Sponsored Residential Places.

Course Responsibilities

- Delivery and partially project manage your allocated courses within the Trust's programme of multi-day courses in line with organisational quality standards. Courses take place across the school holidays, each lasting 3-5 days. These may be delivered virtually or run as face-to-face residential.
- Undertake risk assessments and take responsibility for Health and Safety for the duration of a course including first aid cover.
- Provide pastoral and overnight support and supervision of students and general behaviour management.
- Liaise with university departmental staff and venue/course organisers on arrangements, i.e. site visits, bookings, course programme development and evening activities
- Liaise with external course facilitators pre and during courses.
- Enable supervisors to undertake effective management of students during courses. This includes supporting their pre and on-event training, as well as effective monitoring and feedback to supervisors during events.
- Undertake First Aid training as required
- Undertaking any other duties necessary to ensure safe, engaging courses are delivered and our sponsors expectations are met.
- Where offered and agreed, attend a course in place of an Events Administrator or Supervisor, undertaking the relevant responsibilities of each role as necessary:
 - Events Administrators (EAs) attend in a supportive leadership role, acting second to an SES Lead on a course and assisting with their responsibilities as necessary but taking responsibilities for administrative duties like management of documentation and venue liaison.
 - Supervisors are responsible for a group of ~10 students on a course, they should be the first go-to for any pastoral support needs and should make sure their group is present and supported through all activities for the duration of a course.

Person Specification

Must be willing to live The Smallpeice Trust Values and Behaviours:

- **Excellence** - Strive to be the best in all we do and how we deliver it.
- **Collaborative** - Supportive of each other and our partners, and work together to achieve the best outcome.
- **Inclusive** - Welcome diversity and create safe spaces where everyone can be themselves.
- **Inspirational** - Motivating and encouraging, finding fun in failure and perfection in imperfection.
- **Innovative** - Advocate for change by seeking new and different ways of working.

Essential:

- Delivery styles/personality which is vibrant, energetic, engaging and fun.
- Excellent presentation and organisation skills.
- Excellent time-keeping skills and a sense of professionalism when representing The Smallpeice Trust.
- An enthusiasm for STEM subjects and careers.
- An affinity with young people, and a passion for education.
- Full UK driving license and own car.
- Must have own laptop and be willing to use this for STEM delivery.
- A willingness to travel with the ability to transport equipment to undertake the events if required, and to stay away from home (when necessary).

Desirable:

- Experience in a Teaching or Training role. Ideally hold a recognised teaching/training qualification (i.e. PGCE/PTLLS; AET Level 3 Minimum).
- Experience working on or delivering residential activities with young people
- Experience of working with young people.
- Experience of virtual delivery

Hours and Normal Place of Work:

- STEM Engagement Specialist (Freelance) prepare for STEM activity from their home and are required to ensure they have their own transport and computer equipment for presenting purposes.
- When delivering to schools virtually this will be completed at your home address. You must ensure your internet speed is sufficient to enable this.
- STEM Engagement Specialist (Freelance) need to ensure they have the correct kit to deliver each STEM day in advance. This may involve ordering kit to be claimed back through expenses or requesting kit through the kit request process from the STEM Events Team.
- Pickup of kit from Head Office in Leamington Spa may be necessary in some instance, particularly on delivery of courses as the volume of kit and resources required may be significantly higher.

- There is no guaranteed number of opportunities to deliver on behalf of the Trust, but we will offer you opportunities as they arise in your area.
- STEM Engagement Specialist (Freelance) can on average expect to deliver a minimum of 6 STEM days a year; the number will depend on the availability and location of each STEM Engagement Specialist (Freelance), and the contracts of delivery held by The Smallpeice Trust at any given time.
- Full training will be provided by The Smallpeice Trust staff.
- STEM Engagement Specialist (Freelance) should report to the Excellence in Delivery (STEM Days) or Head of Courses and Excellence in Delivery Manager (Courses) and inform them of any issues including illness, lateness or problems whilst delivering STEM activity.

Safer recruitment checks

We are committed to safeguarding and promoting the welfare of all children and young people. You will be asked to undertake the following before we can confirm you in your role:

- Completion of an application form
- Supplying an up to date CV
- Undertaking an interview
- Supplying two referees.
- Completing a self-disclosure form
- UK based nationals must complete a barring and vetting check (this cost is covered by the Smallpeice Trust); for this role this will be an Enhanced DBS and/or PVG. We request that those undergoing the DBS check register for the update service.

The above information will be shared with Human Resources and the relevant line manager/recruiting staff. It may also be shared with the Designated Safeguarding Lead.

SES Freelance Pay Summary and Rates

In academic year 2025/26 (1st September to 31st August) you will be paid the following rates:

School Events (STEM Days):

Pay Rate:	Claimable for:
£280.00	Full Day Delivery (Morning and afternoon session) including associated administration.
£170.00	Half Day Delivery (Morning or afternoon session) including associated administration.
£115.00	Full day attendance for training or shadowing.
£60.00	Half day attendance for training or shadowing.
0.45p per mile	Mileage
As accrued	Expenses as accrued
£280.00	Content development consultancy (8 hours)

The Trust reserves the right to withhold payment for events where risk assessments, feedback documents or photographs have not been shared with the Trust without good reason.

Courses and Community Events:

Pay rate:	Claimable for:
£65.00	Travel to a residential course the day before
£95.00	Travel to Head Office to pick up kit then travelling to a residential the day before a course (half-day)
£95.00	Half-day delivery of a virtual course
£110.00	Full day attendance for training or shadowing.
£110.00	Daytime only support on a course or community event in place of a Supervisor
£155.00	Course site visits (including risk assessment completion).
£155.00	Daytime only support on a course or community event in place of an Events Administrator.
£155.00	Full day delivery of a virtual course.
£190.00	Travel to Head Office to pick up kit then travelling to a residential the day before a course (full-day)

£190.00	Daytime delivery only on a course or community event, e.g. (Final day of delivery on all residentials if travelling straight home, supporting with delivery during the daytime only on a course or community event) This rate does not include overnight supervision.
£210.00	24-hour support on a course in place of a Supervisor
£280.00	Delivery on final day of residential and travelling back to Head Office to drop off kit
£280.00	24-hour support on a course delivery in place of an Events Administrator.
£315.00	24-hour residential delivery of a course or community event (i.e., University residential courses)
£370.00	24-hour residential delivery of Engineering Experience courses.
0.45p per mile	Mileage
As accrued	Expenses as accrued
£280.00	Content development consultancy (8 hours)

These rates are reviewed annually by the Trust and changes will be communicated in writing to the Consultant each year.

Payments are made monthly by BACS transfer to a bank or building society account of your choice.