



STEM Engagement Specialist Job Description

Job Title	STEM Engagement Specialist
Reporting To (Job Title)	Head of Delivery
Responsible For (number of reportees)	0
Date of Issue	29/08/2025
Benefits	Salary: £ 27,000 Pension: (7% employer contribution) Life Assurance Private Healthcare
Location	Your place of work is Holly House, 74 Upper Holly Walk. CV32 4JL. Leamington Spa. You will be required to travel to various locations around the UK as part of this role.

Role Purpose
Inspiring and engaging young people aged 9-18 to change the world in STEM. Within this you will be responsible for the delivery and safety of hands-on, one-day STEM activities for schools and multi-day courses at universities or online including project management, organisation, administration of these events. You will also support the development of new inspirational STEM content.
Key Tasks and Responsibilities
• Project manage and deliver your allocated events within the Trust's STEM Day programme for schools in line with organisational quality standards. This will be typically 2 – 3 STEM days per week during term time, delivered all over the UK and are primarily delivered face to face with some virtual delivery. Responsibilities include: ○ Delivery of hands-on STEM activity for 60+ students in a school setting ○ Meeting funder requirements, collecting evaluation data etc. ○ Pre-event communications with the teacher prior to delivery ○ Liaising with STEM Ambassadors allocated to your events. ○ Conduct pre-event Risk Assessments and dynamic risk assessments on events ○ Working with our external deliverers to ensure all information is shared. • Project manage and deliver your allocated events within the Trust's programme of multi-day courses in line with organisational quality standards. This is approximately 6-8 events per year, across the school holidays, each lasting 3-5 days. These may be delivered virtually or run as face-to-face residential events. Responsibilities include: ○ undertaking risk assessments, supporting overnight supervision of students, first aid cover/ hospital runs 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 residential events. ○ Enable supervisors to undertake effective management of students during residential events. This includes supporting their pre and on-event training, as well as effective monitoring and feedback to supervisors during events.



- Management of budgets for assigned events.
- Ensure the Trust meets its commitment to “Excellence in Delivery”.
- Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential.
- Support the development of on-going educational programmes for the Trust. This could include:
 - Helping develop new products such as STEM days and new courses.
 - Working with key stakeholders to ensure they are fully tested and evaluated ahead of implementation.
 - Creating the resources required for each new product i.e. videos, handouts etc.
 - Support the review of existing products to ensure they remain high quality and meet stakeholders’ needs.
- To support the success of the wider Programmes Teams and their targets, including supporting the work in other teams as required and cross promoting other Trust programmes.
- To represent The Trust UK wide and occasional European and international travel.
- This job description is not to be regarded as exclusive or exhaustive and you may be required to undertake various duties as may reasonably be requested of you by the Head of Delivery.

Key Deliverables & Results

Impact

- Achieve excellent delivery ratings on teacher feedback forms.
- Ensure at least 50% of participating students are female.
- Assess and maintain high levels of student pastoral care through feedback and well-being evaluations.

Operational Excellence

- Ensure paperwork including risk assessments, image consent, and student feedback are returned and processed upon conclusion of each event.
- Respond professionally and appropriately to third party requests including those of funders and sponsors.
- Ensure accurate tracking of equipment and stock before and after delivery of events.

Efficiency/Sustainability

- Identify ongoing efficiencies and opportunities for cost saving across programme delivery.

Timeliness & Communication

- Adhere to working standards and timeframes as agreed by the Head of Content and Impact, Head of Community Programmes and Head of School STEM.

Key Relationships

Internal

- School Engagement
- Community Engagement Team
- Content & Impact Team
- Business Development Team
- Finance Team

External

- Children & Young people (as the beneficiaries of our programme)
- Teachers
- Universities (academics and conference facilities)
- Volunteers
- Supervisors on events
- Partner organisations



• External STEM Engagement Specialists
Safeguarding responsibilities
• For this role, all staff are required to undergo an Enhanced DBS check, including Barred List clearance, as well as a PVG check prior to commencing employment. • Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential. This may include supporting with overnight supervision of students, first aid cover/ hospital runs and general behavior management. • Promote and safeguard young people to ensure all events provide safe environments in which young people can explore and develop their potential. This may include supporting with supervision of students and general behavior management. • Be aware of and ensure strict compliance with the Trust's Safeguarding policies and procedures and Code of Conduct. • Report any safeguarding concerns, no matter how small. • Undertake all safeguarding training as directed.
Data security responsibilities
• To ensure your team is compliant in relation to Data Protection. • Maintain confidentiality of data and information that is sensitive to the Company, in line with Company policy and the Data Protection Act. • Be aware of responsibilities under the requirement of the Data Protection Act 2018 and ensure strict compliance with the Trusts Data Protection policies and procedures. • Minimise the risk of data security breaches by ensuring all Trust confidential data is handled and processed securely. • Report all data breaches immediately so that swift containment action is taken. • Undertake all data protection training as directed.
Health and Safety Responsibilities
• To ensure your team is compliant in relation to health and safety. This includes ensuring appropriate insurance, risk and incident management is in place for all events. • Be aware of and ensure strict compliance with the Trust's Health and Safety policies and procedures. • Take a proactive approach to managing their own and others Health & Safety. • Take reasonable care of own and others personal health and safety when carrying out the Trust's activities. • Report any potential health and safety risks or hazards to line managers. • Undertake all health and safety training as directed.
Standard Requirement of all positions
All employees are required to: • Be flexible in their duties/responsibilities and perform other duties which reasonably correspond to the general character of their job and their level of responsibility. • Adhere to all Smallpeice Trust policies. All employees must be willing to live The Smallpeice Trust Values and Behaviours: • Excellence – we strive to be the best in all we do and how we deliver it • Collaboration – we're supportive of each other and our partner, and work together to achieve the best outcome • Inclusive - we welcome diversity and create safe spaces where everyone can be themselves • Inspirational – we're motivating and encouraging, finding fun in failure and perfection in imperfection • Innovative – we advocate for change by seeking new and different ways of working



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What we're looking for:

Skills and experience that will help you succeed in this role:

- Keen desire and enthusiasm to develop young people.
- Excellent communication skills.
- Excellent engagement and presentation skills.
- Excellent organisational skills and strong IT skills, with competency in MS Office.
- Willingness to travel UK-wide and stay away from home on a regular basis – this may be up to 3 days in any given week and can include overnight stays.
- Valid UK driving license and own car.

Bonus points if you have these:

- Experience of working with young people.
- Experience of developing and/or delivering educational content.
- Graduate, preferably with a Science, Technology, Engineering, or Maths degree.
- Relevant experience within Industry, Education, or delivery of other STEM training.
- Knowledge of safeguarding best practices.

Unsure about applying?

Research shows that many individuals, especially women and those from marginalised groups, may hesitate to apply for jobs unless they meet every requirement. You might feel like you don't tick all the boxes, perhaps due to a confidence gap or impostor syndrome, especially if you've faced exclusion or marginalisation in the past. We understand this, and we encourage you to apply anyway. We are committed to working with you and supporting your growth.

A bit about us:

The Smallpeice Trust

The Smallpeice Trust is an energetic and independent educational charity dedicated to addressing the shortage of engineers in the UK. We engage and inspire young people aged 8-18 to choose pathways leading to a career in engineering. Our vision is to get young people excited about STEM subjects, no matter their background, through fun, sustainable and educational activities delivered by inspiring experts and partnerships. We want to inspire the young people of today to become the changemakers of tomorrow. The Trust has a specific focus on widening the engineering talent pipeline through the engagement and inspiration of student groups currently underrepresented in engineering e.g. girls and less advantaged students.

Endowed in 1966 by Dr Cosby Smallpeice, a self-taught engineer, The Smallpeice Trust has a reputation for delivering professionally executed engineering programmes for young people, including Arkwright Engineering Scholarships, residential courses, one-day in school STEM events, and engineering projects. Our programmes are made possible through support (both financial and non-financial) from private, public and third sector partners.

“Scientists study the world as it is, engineers create the world that has never been “

- Theodore von Karman

For more information visit <http://www.smallpeicetrust.org.uk>



Please note this job description is not designed to cover or contain a comprehensive listing of activities, accountabilities or responsibilities that are required of the employee for this job. The Trust reserves the right to alter or amend the job description, duties, responsibilities, and activities at any time with or without notice.