

Position	Education Relationship Manager
Reports To	STEM Contracts Manager
Starting Salary	£32K - £34K

PURPOSE

The post holder will support activity delivered through the North East Ambassador Hub contract with reference to the effective communication, awareness and understanding of the STEM agenda to regional stakeholders and partners. This post raises the profile of the STEM Hub, Hub ambassadors and the provision of quality interaction in schools and colleges across the North East region. Additionally the Education Relationship Manager will work as part of the STEM team to complement and enhance existing STEM activities / provision.

DESCRIPTION

School / Non school based support and delivery

- Identify and recruit regional schools and non traditional groups and complete accurate diagnostic and needs analysis of school / group support required and undertake action planning including STEM Surgeries, priority school focus, school information newsletters etc.
- Facilitate the link with industry and identify their input to schools' / groups' need.
- Develop and deliver creative STEM related classroom based sessions to support schools, STEM Clubs and other STEM Learning initiatives etc
- Work with the Relationship and Stakeholder Executive to update and interrogate CRM and STEM Learning client systems / platforms and monitor Hub performance
- STEM Club programme management and delivery
- Creation of relationships and links with non-classroom based partners i.e. Scouts, attendance at festivals, community groups / clubs, libraries etc within the STEM Learning contract.
- Development of events to engage non school partners – Marra Festival

Collaboration with Partners and Stakeholders

- Collaborative partnership working and relationship development with SLPs and Computing Hubs as identified in the STEM Learning Ambassador Hub contract
- Collaboration with external stakeholders and partners (Professional Institutions, Engineering UK)

STEM Ambassador Engagement and Development

- Alongside the Relationship and Stakeholder Executive develop an engagement plan for effective Ambassador recruitment
- Develop an Ambassador recognition programme
- Develop and deliver effective Ambassador training programme
- Develop Ambassador resources including physical resources and online support

Supporting Contract Performance

- Feed into impact analysis of Ambassador Hub programme and High performing Hub criteria
- Monitoring & reporting performance against targets for STEM Hub programmes

- Development of impact analysis and evaluation strategy for the Hub including assessment methods and measurement
- Work with the STEM Contracts Manager to ensure submission of timely reports and claims to STEM Learning

This is a full time, permanent post and may include other duties not specified above

Specific Requirements

	Essential	Desirable
Qualifications/ Education	Educated to degree level in a STEM related subject	
Skills/Training	<ul style="list-style-type: none"> • Experienced STEM Learning Platform data extraction and use to inform activity going forward • Good understanding of regional STEM sectors including drivers and skills • Good understanding of regional STEM Partners i.e. SLPs, Computing Hubs and experienced facilitator to support delivery • Development, coordination and maintenance of stakeholder networks, partnerships and/or multi-agency projects. • School based creative STEM session development and delivery i.e. STEM Clubs • Understanding of the regional LEP priority areas • Clear understanding of STEM curriculum and supporting schools to draw on curriculum linked programmes • Development of teacher focused training materials and session delivery 	<ul style="list-style-type: none"> • Understanding of STEM Learning communication methods (ADESTRA) • Previous experience of the STEM Ambassador Programme
Experience	<ul style="list-style-type: none"> • Experience working directly with schools, colleges • Evidence of working with partners on STEM - related projects 	<ul style="list-style-type: none"> • Experience of working with volunteers
Other	<ul style="list-style-type: none"> • A full driving licence and willingness to travel and work outside normal business hours 	

MINIMUM COMPETENCY LEVELS REQUIRED

Teamworking	Level 3 Requests input from others	<ul style="list-style-type: none"> • Consults other teams to establish prior relationships with stakeholders • Asks others for their ideas and opinions and can sell own ideas to others, whilst anticipating objections • Works together to form decisions and plans and willingly learns from others • Values, calls upon and utilises the experience of colleagues • Follows management and policy information with conviction and authority
Organisation	Level 3 Plans ahead and adapts	<ul style="list-style-type: none"> • Involves others in planning activities • Shifts resources to ensure delivery • Monitors and manages staff skills and competence to ensure sufficient resources are available to meet expectations • Assesses time and resources needed for projects or activities • Develops practical and realistic plans that ensure efficient use of resources • Plans how to deal with peaks and troughs in workload over time • Draws up contingencies and adapts plans as necessary
Building Trust	Level 3 Chooses transparency	<ul style="list-style-type: none"> • Builds trust through modelling desired behaviours • Does not compromise on matters of ethics • Is honest about aspirations and agendas, particularly in relationships with colleagues • Maintains the integrity of RTC North by being open in communication and generates case studies to celebrate success <p>Is willing to publicly admit to making a mistake and does not “pass the buck”</p>
Embracing Change	Level 3 Implements change	<ul style="list-style-type: none"> • Helps others to understand the reason for change through clear communication • Anticipates others’ resistance to change and proactively reduces this through early involvement in the change process and regular updates • Has a flexible approach to problem solving, involving others as required <p>Looks beyond own team’s offer and collaborates with colleagues from other programmes/departments to ensure best possible outcome for the stakeholder</p>
Strategic Thinking	Level 3 Draws on theory to manage current situations	<ul style="list-style-type: none"> • Uses knowledge of theories, past trends, and gaps in data to look at current situations • Thinks through where the gaps and opportunities are within the sector • Adapts or applies theories or concepts appropriately to manage current situations • Identifies short term strategies to overcome problems or take advantage of opportunities

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| | | <ul style="list-style-type: none">• Associates seemingly unrelated information to analyse a situation• Identifies the key factors in a complex problem• Considers how present policies, processes and methods might be affected by future developments and trends |
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HOW TO APPLY

Please send your CV and cover letter to Mica MacInnes at: mica.macinnes@rtcnorth.co.uk
Please note the deadline is Wednesday 31st March 2021.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.