**Project Officer (Digital): Young STEM Leader Programme**

**Dunfermline – salary £31,492 - £32,690**

**Full-time Fixed Term Contract or secondment for 23 months – 35 hours per week.**

This is initially a 23-month fixed term post or secondment opportunity. The postholder will be based in our SSERC headquarters in Dunfermline.

**About us**

SSERC is a local authority shared-service, providing support across all thirty-two Scottish Education Authorities. Our services are available to elected members and officers of Local Authorities, teachers, student teachers and technicians.

SSERC offers a broad portfolio of services, principally in support of the STEM (Science, Technology, Engineering and Mathematics) areas of the curriculum, which are not available from any other source and which can be broken down into three main stands of activity:

* Provision of Career Long Professional Learning (CLPL) for early years, primary and secondary teachers and school and college technicians
* The Advisory Service
* Wider STEM engagement activities including Lead Coordination role for STEM Ambassadors in Scotland

We are a forward-thinking organisation and continue to develop and grow. Our people are our greatest asset and we have an exciting new opportunity within our Wider STEM Engagement team.

**About the role**

The Young STEM Leader Programme is derived from the Scottish Government’s STEM Strategy for Education and Training, specifically that there will be the establishment of a new Young STEM Leaders programme to stimulate and strengthen the development of peer mentoring and inspiration in STEM *for* children and young people *by* children and young people. The programme will start in early 2018 and be fully operational by 2020.

This programme will be led by SSERC in partnership with:

* Science Centres (Aberdeen, Dundee, Dynamic Earth (Edinburgh), Glasgow)
* Science festivals
* Three Scottish STEM Ambassador Hubs (East, North and West)
* Young Scot
* Children in Scotland
* Youthlink Scotland
* Education Scotland

Whilst this post is based within SSERC, the postholder will work with all partner organisations to realise the aims and ambitions of the programme.

The Project Officer (Digital) will be part of a small team that will work with the partner organisations to develop and deliver a Young STEM Leader programme. The programme will comprise an initial research and investigation phase, followed by a development and then pilot delivery phase, leading to a full roll out across the country by April 2020.

**About you**

This post-holder will have

• a relevant degree and/or relevant experience;
• Specific knowledge and expertise relating to the development of online training progammes, digital badging and social media.

Training opportunities will be provided to the successful candidate.

The post holder will be required to work 35 hours per week, occasional evening and weekend work may be required. The post holder will be required to undertake business activity in a variety of geographical locations across Scotland what may necessitate overnight stays away from home.

**If you feel you meet all the criteria for the role and this sounds like an exciting opportunity, please submit your CV and covering letter to lmckenna@simplehr.co.uk**

**Closing Date: Friday 16nd November 2018. It is likely that interviews will place late November/Early December 2018.**

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**Project Officer (Digital): Young STEM Leader Programme**

**Role Description**

**Job Title: Project Officer (Digital): Young STEM leader Programme**

**Reports to:** **Project Manager: Young STEM Leader Programme**

**Main Purpose of Role**

The post-holder will work as a member of the SSERC Wider STEM Engagement Team. The Project Officer (Digital) will be part of a small team that will work with the partner organisations to develop and deliver a Young STEM Leader programme. The programme will comprise an initial research and investigation phase, followed by a development and then pilot delivery phase, leading to a full roll out across the country by April 2020. The post holder will take a lead on all digital aspects of the project.

## Responsibilities

The post holder will be expected to:

* Support the development of a detailed project plan, arising from the submitted partnership project bid document, specifically relating to the digital components of the development and delivery phases of the programme.
* Work collaboratively within the Project Officer during the development phase of the project and provide ongoing support to the Project Manager
* Promote good partner relationships, supporting the delivery of agreed project commitments and timescales.
* Seek advice and support from partner organisations as appropriate.
* Take responsibility for digital aspect of the project and deliver results specifically relating to agreed roll out and delivery targets, with support from the project team.
* Communicate with people at all levels and participate in the delivery of a range of project information sessions as required by the needs to the project. These will involve delivery of information sessions to large and small audiences at both national, regional and local events and will include use of digital communication technology.
* Demonstrate excellent verbal and written communication skills including, grammatical knowledge and strong written ability.
* Work with internal and external partners to support project updates.
* Use IT or other systems to keep monitor project progress
* Participate in the evaluation of the success of the project against defined metrics, including sharing lessons or best practice with other partner organisations. This will involve participation in the planning, implementation and reporting of internally generated evaluation activity.
* Support the team that provide the administrative functions for the project and to the team.

**Project Officer: Young STEM Leader Programme**

**Person Specification**

**Qualifications, Skills and Experience**

**Qualifications**

* As a minimum educated to SCQF Level 9 or have equivalent relevant experience.

**Essential Criteria**

* Experience of supporting a national or regional project within an educational, youth or community context
* Ability to communicate effective and sustainable approaches within own area of expertise to a range of audiences
* Knowledge and experience of a range of digital solutions including social media, digital badging (open badges) and development of online training modules.
* Experience of partnership working and engagement with wider stakeholders
* Excellent written and presentation skills.
* Evidence of commitment to maintaining and improving quality.

**Desirable Criteria**

* Experience of undertaking training activity to external groups; specifically educational/community/youth groups
* Project management certification