### **new logoProject Officer: Young STEM Leader Programme**

**Dunfermline – salary £31,000 - £32,681**

**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 and The Young STEM Leader Programme

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 Young STEM Leader Project Team.

**About the role**

The Young STEM Leader Programme is derived from the Scottish Government’s STEM Strategy for Education and Training (2017), 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 is offered across CfE Second, Third and Fourth Level and SCQF Level 4, 5 and 6.

This programme is being 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
* Science Skills Academy
* Youthlink Scotland
* Education Scotland
* Scottish Mentoring Network

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 will be part of a small Project Team working with the partner organisations to continue the development and delivery of the Young STEM Leader Programme. The programme is currently in the pilot phase (CfE Second Level and SCQF Level 6) whilst the remaining CfE and SCQF levels are being developed. This will lead to a full roll out across Scotland in 2020.

More information on the Programme can be found here: [https://www.yslpilot.scot](https://www.yslpilot.scot/)

This post will support the Young STEM Leader Project Manager.

The role will include:

* Responsibility for the development and delivery - supported by the Project Manager - of all key aspects of the Young STEM Leader Programme, as set out in the work plan by the Project Manager.
* Supporting the development of CfE Third/Fourth and SCQF Level 4/5 versions of the programme.
* Supporting pilot centres to deliver the CfE Second and SCQF Level 6 version of the programme.
* Tracking and meeting programme deadlines and key deliverables in line with the work plan set out by the Project Manager.
* General communications within the team and to partners, working group/steering group members and staff within YSL delivering centres.
* The creation and/or quality assurance of materials and documentation produced by the YSL Project Team.
* Supporting the Project Manager/Team in the planning and delivery of training events and working group meetings both in-house and externally.
* General support of all operations and tasks linked to ongoing creation and delivery of the YSL Programme.
* Acting as an advocate for the programme on a national scale across all educational settings.

**About you**

This post-holder will have:

* A relevant degree and/or relevant experience
* Experience of supporting the development, implementation and review of a project which had national or regional reach
* Knowledge of the issues, opportunities and problems associated with delivering a STEM outreach programme
* Knowledge of the Scottish educational context and Curriculum for Excellence (STEM) and/or experience of working with Scotland’s young people.
* An awareness of the many opportunities that STEM offers to young people.
* A positive attitude and confidence towards working with Scotland’s young people, directly or indirectly, via a wide STEM context.
* A proven track record of employment in a fast-paced project role, demonstrating positivity, independence and initiative.
* Excellent IT skills with proficiency using Microsoft Office.
* Experience of using social media and other digital platforms.

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: vacancies@sserc.scot**

**Closing Date: Tuesday 5th November 2019 at 5pm. It is likely that interviews will place week on Monday 11th November 2019.**

**Project Officer: Young STEM Leader Programme**

**Role Description**

**Job Title: Project Officer: Young STEM leader Programme**

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

**Main Purpose of Role**

The Project Officer will be part of a small Project Team working with the partner organisations to continue the development and delivery of the Young STEM Leader Programme. The programme is currently in the pilot phase (CfE Second Level and SCQF Level 6) whilst the remaining CfE and SCQF levels are being developed. This will lead to a full roll out across Scotland in 2020.

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## Responsibilities

The post holder will be expected to:

* Support the development of a detailed project plan, arising from the submitted partnership project bid document, which relates to the development and delivery phases of the programme.
* Work collaboratively within the other members of the Project Team during the ongoing 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 specific aspects of the project and deliver results specifically relating to agreed roll out and delivery targets, with support from the Project Manager.
* 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/training 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 of current strategies and policies relating to STEM education and training
* 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