

**Young Stem Leader (YSL) Programme: Project Support Co-ordinator**

**Dunfermline – salary £24,019**

**Fixed term contract/secondment, 35 hours per week**

**(Project timescale is initially for a period of 23 months with an anticipated extension of a further 23 months thereafter)**

The postholder will be based in 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 Young STEM Leader Programme**

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 started in early 2018 and be fully operational by 2020.

This programme is 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

The Project Support Co-ordinator will work within a small team that will link with the partner organisations to develop and deliver the Young STEM Leader programme. The programme is currently in the pilot delivery phase (CfE Second Level and SCQF Level 6), leading to a full roll out across Scotland in 2020.

This post will support the Young STEM Leader Project Manager.

The role will include:

* Tracking and prompting 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.
* Team diary, travel management and other tasks relevant to these.
* General administration tasks, including completing the necessary finance procedures; note taking at meetings; set-up and take-down of meetings or internal training events.
* Supporting the Project Manager 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.

The post holder will have:

* Knowledge of the Scottish educational context (STEM) and/or experience of working with Scotland’s young people.
* A passion for 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.

The post holder will be required to work 35 hours per week. Occasional evening and weekend work may be required.

**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](mailto:vacancies@sserc.scot)

**Closing Date: Monday 21st October 2019. It is likely that interviews will place in the week commencing 28th October 2019.**



**Young Stem Leader (YSL) Programme: Project Support Co-ordinator**

**Role Description**

**Job Title: Project Support Co-ordinator: Young STEM Leader Programme**

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

**Main Purpose of Role**

The Project Support Co-ordinator will work within the YSL team and link with the partner organisations to develop and deliver the Young STEM Leader programme. The programme is currently in the pilot delivery phase (CfE Second Level and SCQF Level 6), leading to a full roll out across Scotland in 2020.

## Responsibilities

The post holder will be expected to:

* Support the YSL Project Manager in all aspects of YSL Programme delivery across Scotland.
* Set up and administer registration procedures for programme events (including providing event information to attendees, creating course packs, creating registers, name badges, making up registration packs.)
* Manage a database of stakeholder contacts and event attendees.
* Manage event evaluation procedure, ensuring data is ready for reporting and producing draft reports.
* Co-ordinate and communicate with YSL partners, working group/steering group members and staff within YSL delivering centres to arrange events, meetings and other activities.
* Use social media for promotion of YSL activities.
* Ensure all website entries relating to YSL content are correct and up to date.
* Co-ordinate with other departments of SSERC, including Finance and other administration co-ordinators. Ensure internal authorisation documents and procedures are followed.
* Assist the Head of STEM engagement and other SSERC teams to help contribute to SSERC’s overall portfolio of activities.
* Carry out other duties as may reasonably be required for the post.



**Young Stem Leader Programme: Project Support Co-ordinator**

**Person Specification**

**Qualifications, Skills and Experience**

**Qualifications**

Educated to SCQF Level 9 or equivalent relevant experience.

**Essential Criteria**

* Passion for working for and with young people.
* Ability to prioritise workload and share tasks as appropriate.
* Ability to act with independence and initiative.
* Highly motivated, proactive with a can-do attitude, and eager to achieve results in a multi-functional role.
* Excellent standard of attention to detail.
* Excellent communication skills (written and verbal)/telephone manner/customer service skills, with the ability to act as an ambassador for the business.
* Proficient skills in using social media.
* Ability to multitask and remain patient and calm under pressure.
* Excellent IT skills, with proficiency in Microsoft Office.
* Willingness to travel to events across Scotland.

**Desirable Criteria**

* Previous experience of project support.
* Experience in delivering STEM activities or events.
* Knowledge of the STEM educational landscape in Scotland
* Driving Licence.