

## Job: STEM Ambassador Hub West England – STEM Manager (North)

### Term:

Maternity cover (7 months), full time, starting February 2019.

### Location:

Desk-based at [Graphic Science](#) (nr Bristol) with a possibility 1 or more day(s) per week desk-based in offices near Gloucester, plus expectation of travel across the region. Own transport required.

### Job aim:

As a representative of the [STEM Ambassador Hub West England](#) you will ensure delivery of the [STEM Ambassador programme](#) in the north of the Hub region – your geographical area of responsibility would comprise the local authorities of Gloucestershire and Swindon, plus parts of Wiltshire and South Gloucestershire north of the M4.

### Job description:

- **Employer engagement:** Maintain our existing links with STEM employers in the area, and develop new links with STEM employers according to regional priorities.
- **Volunteer management:** Support the recruitment, induction and ongoing training of STEM Ambassadors and help signpost volunteers to suitable activities.
- **Initiatives to encourage young people to engage with STEM:** encourage active participation by STEM Ambassadors in new and existing STEM engagement activities with young people. Advise on suitable approaches to engagement.
- **School liaison:** maintain and grow our links with all educational establishments in the area, paying particular attention to those designated as priority schools, and advise on suitable approaches, including roles for STEM Ambassadors and the [universal offer](#) from [STEM Learning](#).
- **Community liaison:** maintain and grow our links with “non-school” community-based organisations wishing to run STEM activities and advise on suitable approaches, including roles for STEM Ambassadors.
- **Networking:** cultivate our connections with relevant individuals, organisations and networks in the area, including employer forums, STEM activity providers, school / teacher networks, CEIAG networks, and the Science Learning Partnership Gloucestershire and North Wiltshire. Advise on suitable approaches for STEM engagement, including roles for STEM Ambassadors and the universal offer from STEM Learning.
- **Reporting:** liaise with the Hub and, where necessary, STEM Learning, on activities taking place in the area, paying particular attention to those activities linked to contract KPIs. Information relating to the impact of the STEM Ambassador programme is a high priority.

**To apply:**

Your application should include a letter of application (no more than 2 sides of A4, typed) which outlines your experience with and approach towards the 7 sub-headings of the job description, and a CV, which should also be no more than 2 pages long. Please mark your submission as 'Application for STEM Manager (North)' and send it to Ben Johnson, Graphic Science, The Sheilings Barn, Felton, Bristol BS40 9YP or by email to [ben@graphicscience.co.uk](mailto:ben@graphicscience.co.uk).

**Timeline:**

We will consider all applications received before 10am on Monday 17<sup>th</sup> December. We will inform all shortlisted applicants by email by 5pm on Tuesday 18<sup>th</sup> December (please assume that if you have not been contacted by us by this time then on this occasion your application has been unsuccessful). Interviews will be held on Friday 4<sup>th</sup> January at the Graphic Science office. The successful candidate would be expected to start as close to the beginning of February 2019 as possible to allow for some handover between them and the incumbent.