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| Job Title | EDI Project Officer  |
| Department | Engagement Projects |
| Reporting to | Susi Farnworth |
| Contract | 12 months  |
| Level | £30,000-£35,0004-5 days per week (pro rata) |
| Location | London with hybrid working (up to 60% remote working) |

# About EngineeringUK

We want to drive change so more young people choose engineering and technology careers. In the UK, we don’t have enough engineers and demand is going up. So, we need more young people to realise there could be a future for them in engineering and technology. To really thrive, we need a stronger, more representative workforce and for that we have to do things differently to make engineering more attractive.

We are a not-for-profit working with hundreds of organisations across business, education, professional institutions and the third sector so we can all grow the future talent pool together. We drive that collective effort through research and evidence, leadership, activities for schools and advocacy, with a focus on long-term sustainability.

We guided by a series of values that we apply to all our activity.

We are inclusive and care about diversity. We understand that we have different needs and create opportunities for everyone's voice to be heard.

We are collaborative. We listen, share and work in partnership to achieve our vision.

We are curious and keen to learn. We challenge ourselves and others to innovate and experiment.

We are insightful. We evaluate what we do and draw on research to make decisions and to improve our collective understanding.

We are driven by a strong sense of purpose. We are determined to make an impact and achieve our goals.

About the role

EngineeringUK’s Engagement Projects team delivers a variety of projects. We are in an exciting time of development, creating new engineering and tech engagement projects, with a strong focus on environmental sustainability and Equity, Diversity and Inclusion. You will work to support the delivery of these projects, preparing for events and presentations, managing project data, carrying out simple desk-based background research and liaising with colleagues across the organisation, as well as external partners. This is a role for someone who enjoys working across multiple projects and tasks. This is a unique opportunity to gain experience of working on projects with a focus on equity, diversity and inclusion and sustainability.

Work that you may support includes:

* Supporting the development of new engagement programmes such as our new Renewable Energy programme.
* Supporting the delivery of our on-going engagement programmes such as ‘Energy Quest’.
* Coordinating the delivery of small projects, such as our youth insight work.
* Creating and tailoring presentations for a variety of audiences, based on existing content, including for.
* Supporting work to update and maintain the Equity, Diversity and Inclusion good practice resources we develop and supporting our ‘Priority Schools Approach’.
* Supporting the development of our Environmental Sustainability work.
* Some support for ongoing delivery of the Neon platform, including monitoring Equity, Diversity and Inclusion data.

We believe that hybrid working has many benefits and are pleased to offer flexible working with a baseline of 2 days (or 40%) a week in the office and core hours of 10am to 4pm.

# Role responsibilities

* Delivery of small-scale projects.
* Coordinating and managing a variety of operational tasks to support the smooth delivery of projects.
* Event support – coordinating arrangements for webinars and meetings, preparing presentations and doing minutes of meetings and booking team members onto events and conferences.
* Data monitoring – being responsible for data input , using spreadsheets and CRM.
* Desk based research – conducting online desk-based research to support EDI activity and content development.
* Written work – creating PowerPoint presentations, updating and amending documentation as needed.
* Work in line with EngineeringUK values and support achievement of our organisational objectives.
* Undertake any training and development as required for the role.
* Any other duties and tasks as directed and required by your line manager.

This is a general guide to the key responsibilities of this role, it is not exhaustive. Similarly, the amount of time that you spend on various aspects of the role may vary.

# Person specification

## Essential Skills / Competencies

* Organised and efficient.
* Thrives on managing multiple tasks concurrently and multiple demands on time.
* Able to take initiative on how to approach a variety of tasks.
* Attention to detail.
* Takes an analytical approach to tasks.
* Able to liaise effectively with a variety of audiences, for example including colleagues, partner organisations, schools and industry professionals.
* An interest in Equity, Diversity and Inclusion work and interest in supporting the development of EngineeringUK’s EDI work.
* Commitment to our mission and values, you will be able to engage with our values and work in a way that supports our commitment to Equity, Diversity and Inclusion.

## Education / level of experience

* Several years' experience in the workplace.
* Experience of project support.
* Good working knowledge of Microsoft Office software packages such as PowerPoint, Excel, Teams and Word.

EngineeringUK is committed to being an inclusive workplace, where everyone feels they belong.  This is supported by the dedicated work we are doing to ensure our policies and practices are inclusive and that our staff are trained to be able to fulfil this commitment.