

STEM Learning Limited

1. Role Particulars	
Role Title: Project Officer (1fte)	Reports to: TBC: Dependent on Projects allocated
2. Organogram	
TBC: Dependent on Projects allocated	
3. Purpose of role	
<p>The Project Officer will work as part of the National STEM Learning Centre & Network to provide effective project support to the management of resources and activities of work, to ensure:</p> <ol style="list-style-type: none"> 1) the effective management of programme and associated contracts – this includes selection, management, quality assurance and driving best value and excellent service delivery of subcontractors 2) best practice in project management and delivery 3) effective business support services – this includes compliance, monitoring, performance, quality and internal and external reporting. <p>This is a crucial service, ensuring STEM Learning is able to continue to build its reputation for success based on:</p> <ol style="list-style-type: none"> 1) meeting funders' expectations in terms of the quality of the educational support services it delivers 2) proven impact of interventions 3) value for money 4) good governance 5) trust 6) a continuous cycle of improvement. <p>The Project Officer will work with teams across and beyond the organisation to provide best practice project and contract management support. The Project Officer will also contribute to cross-cutting activities which ensure that best practice contract and project management is seamless across STEM Learning.</p>	
4. Key Results / Accountabilities expected from role	
<p>Specifically the Project Officer will be responsible for:</p> <ul style="list-style-type: none"> • Providing high quality project officer support across an agreed portfolio of STEM Learning's projects and activities, working with appropriate colleagues to ensure that activities achieve appropriate targets – particularly in terms of impact, quality, Value for Money and agreed timelines. Be responsive and proactive in identifying risks and opportunities, working with colleagues to agree appropriate actions. • Building on, developing, reviewing and maintaining appropriate project documentation including risk registers, change control records, expenditure/budget records • Working with education and communications staff to identify and, where appropriate, implement mitigating actions or to escalate issues • Implementing effective monitoring to measure progress towards agreed targets and milestones and agreeing, and implementing appropriate remedial actions as required • Managing relationships with staff across STEM Learning, sub-contractors and partners to maintain effective communications to keep all parties informed and to facilitate the sharing of best practice across projects and activities. • Ensuring that sub-contracting and partnership arrangements for the programme are appropriate and managed effectively, using best practice procurement and contract management processes to manage sub-contractors. • Ensuring collection of, and enabling access to, accurate and timely data on which to base reporting, internally and externally. Analysing and interpreting this data. • Working with education teams to ensure accurate and timely reporting of performance against agreed targets, including preparing draft reports in line with the specification • Assisting in the development of proposals for new work • Time management and dealing with competing priorities and pressures – ability to manage own workload and also communicate clearly and collaborate effectively with colleagues to maximise outcomes. • Undertaking any other tasks as reasonably required. 	
5. Key challenges faced in the role	
<ul style="list-style-type: none"> • Need to work effectively and collaboratively with external stakeholders and partners including regular 	

<p>communication with remote colleagues.</p> <ul style="list-style-type: none"> • Balancing priorities and resources to achieve optimum results. • Managing expectations of internal and external stakeholders. • Time management and dealing with competing priorities and pressures – ability to manage own workload and also communicate clearly and collaborate effectively with colleagues to maximise outcomes.
<p>6. Any other information (particular reference to planning (nature and impact), scope of impact).</p>
<p>The National STEM Learning Centre & Network is a key UK resource for supporting STEM teaching and learning through provision of resources, on-line and physical networking and communities and partnership with a wide range of organisations and individuals. This includes driving forward on-going development of the STEM Ambassadors and STEM Clubs programmes alongside subject-specific support for all involved in teaching STEM subjects to young people.</p> <p>This role play a crucial role in ensuring that the Centre and Network are able to continue to provide world-leading support to STEM educators and exceed the expectations of funders and other stakeholders. This role is instrumental in ensuring that all colleagues – internal and external - are aware of and benefit from high quality programme and project management tools which provide efficiencies and quality assured support.</p>
<p>7. Experience and Expertise (typical educational qualification and experience)</p>
<ul style="list-style-type: none"> • A successful track record in managing contracts and projects in a relevant environment • Experience of monitoring budgets • Excellent written and oral communication skills, including experience of report writing • A proven ability to interact effectively with a wide range of internal and external stakeholders. • An ability to work to tight deadlines and on own initiative • Excellent planning and organisational skills. • An appreciation and understanding of STEM education and a commitment to the vision and mission of STEM Learning
<p>8. Economic dimensions associated with the role (if any)</p>
<p>To contribute to the delivery of optimal programme and project outcomes within the funding available</p>
<p>9. Location</p>
<p>York with occasional UK travel.</p>