

## Job Description and Person Specification

### Education Programmes Coordinator

Reports to: Head of Education

Location: Ashton Keynes, Wiltshire, with support for remote and hybrid working

Contract Type: Part-time 0.8 FTE

Salary: FTE £32,000 pro rata

Start Date: As soon as possible

#### About UKESF

The UK Electronics Skills Foundation (UKESF) is a registered charity and not-for-profit organisation working to address the national skills shortage in the electronics sector. We collaborate with schools, universities, and industry partners to inspire and support the next generation of engineers through impactful educational programmes and outreach initiatives.

#### Job Description

##### Role Overview

We are seeking a proactive and detail-oriented Education Programmes Coordinator to support the UKESF Education Team in delivering and expanding our charitable education initiatives. This is a varied and rewarding role, ideal for someone passionate about STEM education and youth engagement, who enjoys working both collaboratively and independently.

##### Key Responsibilities

- Manage the coordination, and delivery of UKESF's education programmes, including school outreach, competitions, and online learning resources.
- With support from the Head of Education, organise and attend educational events, workshops, and teacher training sessions.
- Support the creation of engaging content for newsletters, social media, and educational materials, working closely with the Marketing and Communications team to ensure consistent messaging and branding.
- Communicate with schools, teachers, students, and partner organisations to ensure smooth delivery of programmes.

- Maintain accurate records, assist with monitoring and evaluation, and contribute to reporting on programme outcomes.
- Provide general administrative assistance to the Education Team, including scheduling, document preparation, and meeting support.

## **Person Specification**

### **Essential Skills and Attributes**

- Interest in STEM education and youth development
- Strong organisational and time-management skills
- Excellent written and verbal communication
- High attention to detail and accuracy
- Ability to work independently and take ownership of tasks
- Reliable and consistent in meeting deadlines
- Proficient in Microsoft Office and digital collaboration tools

### **Desirable Skills and Experience**

- Experience in an educational, charitable, or non-profit environment
- Familiarity with UK school systems and STEM outreach
- Experience in delivering educational outreach or events

### **What We Offer**

- Flexible working arrangements
- Opportunity to contribute to meaningful educational impact in the charity sector
- Supportive and collaborative team environment
- Professional development opportunities

We are interested in finding the best candidate and we encourage you to apply if you feel you would thrive in this role, even if your skill set is not perfectly matched to what we've described.

Please send your CV and a short cover letter outlining your interest in the role to [info@ukesf.org](mailto:info@ukesf.org) by 9am Monday 4 August 2025. If you would like more information please contact Fiona Fry, UKESF Head of People via email.