

Head of Education

UK Electronics Skills Foundation

Location: Ashton Keynes, nr Cirencester (Hybrid)

Salary: £47,338 pa FTE (Pro Rata is £37,870 pa)

Hours: Part time (0.8 FTE) + flexible working

Contract type: Permanent

The UK Electronics Skills Foundation (UKESF) is a well-established national STEM education charity working on behalf of the Electronics and semiconductor industries to inspire more young people to pursue Electronics.

To apply for this role, please send your CV and a covering letter which sets out how your experience makes you the ideal candidate for this role, to Stewart Edmondson, CEO, UKESF, by email to info@ukesf.org by 30 January 2025.

Job Description

This is an exciting opportunity to lead and manage the operational delivery of the UKESF's portfolio of schools' projects and activities.

We seek a highly motivated, STEM-focused individual to become our Head of Education. Reporting directly to the CEO, you will deliver the UKESF's current programme and identify and execute opportunities to increase our impact.

The primary responsibilities of the Head of Education will include:

Ensure the operational effectiveness and impact of the UKESF's current portfolio of schools' projects and activities.

- Oversee existing schools' projects to identify areas of development, efficiency or impact.
- Manage two direct reports.
- Identify opportunities for income or fundraising to support continued delivery of the projects.
- Ensure that schools' projects are being delivered on budget. Oversee resource purchasing, develop and manage the projects budgets in line with funding.
- Work with our community, including volunteers, to deliver effective outreach as part of our existing portfolio of projects.
- Evaluate and report on the success of existing projects.

Lead the development and creation of new projects and activities to promote Electronics in schools, from Primary through to 6th Form.

- Identify opportunities for new projects, that are impactful and age-appropriate. Projects can be either developed internally or collaboratively with our stakeholders.
- Ensure new programmes help us to achieve our mission, and compliment our existing integrated skills programme.
- Identify funding opportunities and manage the project budget effectively.
- Evaluate and adapt programmes to ensure maximum impact. Some external reporting will be required.

Develop and maintain relationships with our external educational stakeholders and collaborators.

- Work with teachers from multiple disciplines to inspire pupils with Electronics
- Consider how relationships with schools and their pupils can be nurtured to increase the number of students who go on to pursue Electronics
- Attend events, meetings and forums as relevant to raise the profile of our Electronics resources and support for schools.
- Work with other educational stakeholders to raise the profile of Electronics as part of the wider STEM education ecosystem.

Skills and Behaviours

We are looking for someone who is reliable, trustworthy and collegiate. You will be enthusiastic about STEM education and outreach projects. In particular, we are looking for someone with demonstratable experience of:

- STEM education in secondary schools, or non-for-profit sector.
- Inspiring and successfully managing operational teams.
- STEM projects and outreach activities.
- Leading collaboratively; high emotional intelligence, low ego.
- Building and maintaining successful relationships with a range of different external stakeholders.
- Strong communication, influencing and presentation skills.
- Managing budgets, working to KPI's and meeting deadlines.
- Flexible and proactive approach, with the drive and initiative to make things happen.

This role will be particularly suited to someone looking for a worthwhile and rewarding challenge in the STEM education charity sector. It is a permanent position, and we offer flexible working (all forms of flexible working considered). Our office is on Wiltshire/Gloucestershire border and there is an expectation some UK travel (up to 10%).

We have built a strong team, with a very positive and collaborative culture. Therefore, as well as understanding the CEO's intent, the key to the role will be working with the team to support each other to achieve the charities aims.

About the UKESF

We are the voice for skills in the Electronics Industry. Through engagement with Schools, Universities and Industry, it is our mission to encourage more young people to study Electronics and to pursue careers in the sector.

The UK has a long heritage of technological innovation and has a world-class Electronics sector with the potential to provide solutions to some of the biggest challenges facing society today. However, the demand for capable, employable Electronics Engineers and designers is currently outstripping supply.

The UKESF works tirelessly to ensure that more schoolchildren can learn about Electronics, in an engaging way, and be aware of the opportunities available. We have a number of programmes and initiatives that help aspiring engineers to develop their interest through to university study, and support that prepares undergraduates for the workplace.

Although we are a micro-organisation, recent funding successes, growing stature and increasing activity mean that we now seek a committed individual to join our team in a senior capacity.

