



**University of Brighton**

## **JOB DESCRIPTION**

**Job title:** STEM Sussex Project Coordinator

**Reports to:** STEM Sussex Project Manager

**Department:** Student Services

**Location:** Watts Building – Moulsecoomb Campus

**Grade:** 4

### **Purpose of the role**

To be responsible for the development, implementation and administration of STEM projects in accordance with agreed standards and deadlines. To promote STEM projects and activities within the region, including event and activity management.

**Line management responsibility for:** n/a

### **Main areas of responsibility:**

- Develop, implement and maintain administrative process and systems to support STEM projects.
- Coordinate STEM events and activities for schools, colleges and the community with optimum efficiency, and make recommendations for service delivery.
- Plan and prioritise actions over a 12-month period to monitor progress and agree remedial actions.
- Liaise and develop business relationships with STEM academic and support staff within the university, headteachers and heads of STEM, and teachers, to support their participation in STEM projects.
- Coordinate STEM projects so they are delivered as scheduled to schools, colleges and the community.
- Develop and maintain accurate and up-to-date project records, including financial expenditure, and provide activity reports as required for internal monitoring and external funders.
- Promote STEM projects and activities to ensure that contractual targets are met.
- Respond to enquiries from schools and other organisations to facilitate an increased awareness of STEM Sussex activities.
- Liaise with the STEM Sussex Marketing Coordinator to maintain an up-to-date flow of information concerning projects and activities.

## General responsibilities

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the Data Protection Act

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form (A), at interview (I) and in some instances through an exercise (E).

Essential criteria		A, I, E
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent, or an equivalent level of experience of successfully coordinating projects</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Project coordination or assistance</li> <li>• Events coordination or assistance</li> </ul>	A, I A, I
<b>Managing people</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
<b>Technical/work based skills</b>	<ul style="list-style-type: none"> <li>• Excellent written and communication skills, with a particular emphasis on maintaining good customer relations.</li> <li>• Ability to deal with problems, conflict etc, in a sensitive and non-confrontational manner.</li> <li>• Self-motivation – meeting objectives on own initiative and able to identify and make recommendations to improve project or process.</li> <li>• Highly organised with the ability to develop effective work systems, and meet agreed priorities and deadlines with a minimum of supervision.</li> <li>• Fast, accurate keyboard skills, sound working knowledge of standard business applications (WP, spreadsheets and databases).</li> <li>• Ability to work efficiently and effectively in a team.</li> <li>• Ability to solve problems, using own initiative and judgement.</li> </ul>	A, I  A, I A, I  A, I, E  A, I A, I

<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Able to use display screen equipment extensively in compliance with health and safety guidelines.</li> <li>• Ability to travel, as required, within Sussex</li> </ul>	A A
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Awareness of and interest in the aims and objectives of STEM Sussex and the STEM agenda.</li> <li>• Experience of working in the HE sector.</li> <li>• Awareness of Health and Safety, and welfare issues, relating to work with young people.</li> </ul>	A, I  A A
	<ul style="list-style-type: none"> <li>• The ability to drive and use of own car to travel to meetings across Sussex.</li> </ul>	

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a full-time post and is fixed term until 31 July 2019, due to fixed-term funding available.
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days

- More information about the department can be found [here](#)
- Read the University's [2016 - 2021 Strategy](#)
- The University has an attractive range of benefits and you can find more information about them on our [website](#).
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the 'Balancing Working Life' section here [Benefits and facilities](#).

- In accordance with the University's policy of safeguarding and promoting the welfare of children and young people, the successful applicant will be required to have an acceptable enhanced DBS disclosure. Further information can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Date: 22/11/2016