



Job Description and Person Specification

Programme Activities Coordinator

The headlines

We have no Planet B and time is running out. Engineers Without Borders UK engages and galvanises the engineering community to serve all people and our planet better than ever before. We're now looking for a passionate, creative and highly organised individual to join our team and support the delivery of our educational programmes. If this is you, apply to become our Programme Activities Coordinator.

Responsible for: Delivery of our educational programme activities.

Location: London, UK

Type of post: Full time, 18 month contract

Salary: £26-28k per annum depending on experience

Leave: 24 days per annum, plus public holidays and 27-31 Dec

Pension: Up to 5% matched employer contribution to workplace pension scheme

Start date: As soon as possible

Application deadline: Midnight (GMT), Sunday 02 May 2021

Interview date: Week of 10 May or 17 May 2021, Virtually

Engineers Without Borders UK

We lead a movement to put global responsibility at the heart of engineering. We do this through our awareness raising campaigns, our engineering education programmes delivered in universities around the world and by showcasing globally responsible engineering in practice.

We recognise the impact engineering has on people and the planet every day. Embedding global responsibility is embedding social and environmental responsibility into engineering mindsets and knowhow. This delivers better technologies, systems and infrastructure to serve all people and the planet today and for generations to come.

As a movement we can achieve so much more by empowering others and working in partnership than we could acting alone. We're proud to be part of a global movement of over 60 Engineers Without Borders organisations around the world who together are delivering long-term positive social and global development.

Job description

Since Engineers Without Borders UK was established over 15 years ago, people and community have been at the heart of what we do and how we do it, and this will continue as we launch our new strategy in 2021. We would not be where we are today without the hard work of many hundreds of people who have volunteered their time to build our movement and benefit people through our training and project work, to date this extends to over 67,000 people. We're now significantly increasing that number annually, so we're looking for a talented individual to support the delivery of our programme activities (primarily at universities) in support of ensuring engineering serves all people and our planet.

In this role, your primary responsibilities will be:

- **Design and delivery of activities:** Responsible for coordinating, developing and delivering interactive workshops, presentations, [designathons](#) and pre-recorded content for university students, academics and professionals working in engineering. You will primarily work on the Engineering for People Design Challenge where in the 2020/21 academic year, we delivered in total over 75 presentations or workshops, reaching in total approximately 8,000 students at the beginning of their degree. It is expected that you would deliver approximately 60% of these activities next academic year. You will also work to deliver workshops and presentations for the Efficiency for Access Design Challenge, and liaise with our partners Engineers Without Borders South Africa and USA to learn from each other's approaches. We are looking for this to standardise these activities with a process that can involve our growing community too in the activities delivered within curriculum at university and with professionals.
- **Project Management:** Coordination and logistics of key events and processes associated with activities and programmes, including: bi-annual submission and review processes; and organising the logistics for key Engineers Without Borders UK events; including the Grand Finals for both of our design challenges.
- **Monitoring and reporting:** Maintaining and updating records of programmes and activities for monitoring and evaluation purposes, feeding into monthly progress reporting, quarterly updates to the Board of Trustees and annual reports to our community, supporters and donors.

As part of a small effective team, you will also be expected to contribute and provide support to others in the overall improvement of the organisation. This is a great opportunity to develop broader skills and experience as part of your professional growth as well as being part of a supportive, dependable team.

In more detail: your first year

In your first year with us your focus will primarily revolve around our programme activities in UK universities. This includes:

- **Design and delivery of activities:** We deliver education programmes in engineering curriculum, such as the Engineering for People Design Challenge, by collaborating with academics running modules at universities. You will work to ensure that our online resources and the delivery of our supporting lectures and workshops are inspiring, relevant, appropriate for the education level of the students, and reflect the high quality professionalism expected from our organisation. You will also experiment with ways that ensure that both programmes benefit from the involvement of our wider community in their delivery and are also platforms from which to grow our movement. You will work to support the development of our student-led [Designathon](#). You may be involved

in delivery of new activities with our professionals involved in our community, perhaps through the coordinating of a professional-led [Designathon](#), workshops or training.

- **Project management:** You will be responsible for:
 - Coordination of the submission and review process for Engineering for People. This occurs twice a year, in Spring and in November. Each review period we coordinate over 250 professionals to volunteer their time and expertise to provide valuable feedback to participating student teams. Your role will be to ensure the processes for student ideas submission, reviewer recruitment, student ideas grading and feedback, and grand finals selection are fit for purpose and then take a lead role in implementing these processes.
 - Organising the delivery of the [Grand Finals](#) for the Engineering for People Design Challenge to celebrate student achievements with the support from our wider team.
 - You will also work closely with our partner at [Efficiency for Access](#) to coordinate the submission and review process, and design and deliver the virtual Grand Final for this design challenge.
- **Stakeholder engagement:** You will engage with a diverse range of people within our community including:
 - Academics at university that support our work by delivering engineering education programmes within the curriculum that allow students to learn about global responsibility in engineering.
 - Students participating in the design challenges
 - Programme partners or collaborators
 - Chapters (student society groups) affiliated with Engineers Without Borders UK
 - Professionals (of all ages) working within the engineering community.
- **Supporting community training events:** throughout the year we have training opportunities for our community. Currently this centres around 'Building Community Leaders' just before the academic year begins to train Chapter committees and academics delivering our programmes and 'Inspiring Community Leaders', a celebratory, reflective and look ahead event which happens around March / April as Chapter committees wrap up and handover to new committees and academics have wound up their main teaching for the year prior to exam season. You will support the delivery, logistics, participant registrations and prepare the resources for these events.

Person Specification

To ensure you're the right person for the role and can achieve success for yourself and Engineers Without Borders UK, we think that the following skills, expertise and attitudes are essential for the role of Programme Activities Coordinator:

- Passionate about making a positive difference to people's lives and the planet, and you see how engineering has a role in this.
- 'Can do' attitude, highly organised and a self-starter.
- Design and delivery of engaging educational activities and understanding of how best to meet learning outcomes.
- Confidence in presenting and strong facilitation skills.
- Experience of project management, and coordinating people to deliver activities and/or events.
- Excellent communication skills, ability to engage different stakeholders by identifying what they are interested in and matching that with how they can support our work using an innovative and creative approach.
- Excellent interpersonal skills and the ability to work as part of a team and on your own initiative.

- Experience of organising events and of managing multiple tasks simultaneously, delivering work to a high standard.
- Ability to quickly pick up and use new digital systems/software.
- Commitment to the organisation's purpose and values.

And if we were putting together our ultimate wishlist, we'd also include the following. But these can be learnt on the job so we're highlighting them as desirable and/or your development opportunities with us:

- Knowledge of engineering and technology and how it impacts on human development, either through educational qualifications and/or through own study and interest.
- Experience of working within the engineering industry or within engineering education
- Experience of working in an organisation with a decentralised structure.
- Experience of managing volunteers.
- Experience in building and maintaining logistical processes to increase efficiency.
- Volunteering experience yourself.

Specific knowledge and experience of GSuite, Microsoft Office, mail management systems (Zendesk) and Mac OS would be an advantage upon appointment but we can teach you how to use these.

Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. Our purpose is to engage and galvanise the engineering community to serve all people and our planet better than ever before. Our values are Visionary, Transformative and Collaborative and they are embedded into everything we do. For our people, these values translate into the following behaviours which are expected of everyone, including new hires:

<p>Passionate about our purpose Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.</p>	<p>Inquisitive Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.</p>
<p>Creative Able to bring new ideas and approaches and has an opportunity driven mindset whilst recognising the importance of focus and clear direction.</p>	<p>Professional Acts with integrity, recognising role as an ambassador for Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.</p>
<p>Team Player Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.</p>	<p>Open and inclusive Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.</p>
<p>Respectful Aware of diversity and respectful of different opinions, always assuming positive intent and working with others to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.</p>	<p>Dependable Trustworthy and genuine, reliable and self-disciplined, doesn't over-commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.</p>

Working for Engineers Without Borders UK

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

Our culture

We value a positive working environment for everyone on our team. We therefore expect all staff to demonstrate the following behaviours: passionate about our purpose, creative, team player, respectful, inquisitive, professional, open and inclusive, and dependable. We expect this of new hires and you can expect this from your team mates. You can expect support throughout your employment with us including an induction, regular feedback, appraisals, weekly team meetings and peer nominated recognitions.

Working time, place of work and travel

We value what you deliver so your performance in this role will be judged on results. However, this is a full time position with a commitment of 37.5 hours per week. We operate flexible working hours around a core hours expectation of 10am - 4pm Monday to Friday when you're not out and about supporting our academics, students, or wider community. This core hours expectation ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work. At the current time, due to the coronavirus pandemic, our team is working from home in line with Government recommendations. We are planning a phased return to the office in London and all staff are expected to return to office working when appropriate, in line with our safe working guidelines and when they are comfortable to do so.

Working with members of our community in the UK and other international time zones is a key and exciting part of this role. This means that you will have some evening and weekend work, and travel within the UK with some nights away from home. On occasion there may be international travel. In recognition of this, we operate a Time Off In Lieu (TOIL) system for 'Out of Hours' work to help you keep a work-life balance.

Your employment package

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive. For the Programme Activities Coordinator:

- The starting salary is £26,000-28,000, depending on your experience. This is an 18 month, full time contract.
- You will have access to our workplace pension scheme that is compliant with new auto-enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.
- You will have 24 days annual leave plus public holidays plus the period 27-31 December.
- You will be able to take up to two days additional leave per year to volunteer for other charitable causes.
- You will have access to a Staff Development Scheme in support of continued professional development towards membership of a professional body relevant to your role.
- You will have access to our Employee Assistance Programme; for confidential 24/7 support from an experienced therapist or advisor and through our online health portal.
- We offer enhanced parental leave and sick pay and you can also join a Bike to Work scheme.

To apply:

To apply please send a CV (two pages maximum) and a covering letter (up to two pages) to hr@ewb-uk.org with the job title in the subject line. Please outline clearly in your covering letter:

- Your reasons for wanting to join the team at Engineers Without Borders UK
- How you meet the role description and person specification
- Your availability to be interviewed during the week of 10 or 17 May 2021 (virtually)
- Your eligibility to work in the UK
- Where you saw the role advertised

The deadline for applications is midnight (GMT) Sunday 02 May 2021 and we expect to interview shortlisted candidates during the week of 10 or 17 May 2021.

Recruitment information

- We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact short listed candidates.
- Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK.
- Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class.
- Please refer to our [Privacy Policy](#) for details of why and how we collect and store your data.