

Position	Project Manager – Employability and Digital Skills
Reports To	Home Team Lead
Salary Band	£28,000 - £37,000
How to Apply	Please email CV and covering letter to Mica.MacInnes@RTCNorth.co.uk

PURPOSE

The post holder will support activity delivered through the BT 'Get Work Ready' and the NCSC 'CyberFirst' contract. Reporting directly to the Programme Manager, the post holder will support the project lead on achieving the BT 'Get Work Ready' KPIs and deliverables as well as providing support in relation to the NCSC 'CyberFirst' contract. In addition, the postholder will work alongside the wider STEM team with reference to the effective communication, awareness and understanding of the STEM agenda to regional businesses, schools, stakeholders and partners.

DESCRIPTION: Main Responsibilities

BT 'Get Work Ready' programme:

- In partnership with the Education Relationship Manager, deliver 19 'Get Work Ready' workshops to pupils from KS3-5 during academic year 2023/24 in the Darlington and Gosforth areas
- Work with the wider STEM team to understand and meet regional targets by delivering against KPI's. Understand how this programme sits alongside and supports wider STEM Team targets.
- Deliver and provide administration for the scheduled events as required, e.g., ensuring that the contracted number and demographic of the attendees are met.
- Providing the Programme Manager with regular update reports and progress monitoring against targets.
- Promoting the events to targeted schools/teachers as required, including presentations and meetings online and face-to-face as required. The post holder will work closely with the Hub Education Relationship Manager to maximise reach.
- Collect and collate workshop feedback from pupils and teachers and report back to client
- Create post-event information in relation to general careers advice for pupils and teachers to use on their return to school
- Liaise with the contracted hub in the Bristol area to share best practice

NCSC CyberFirst programme:

- Supporting KPIs and deliverables in relation to the CyberFirst contract
- Work with regional partners including NCCE, Kings Priory School, CAS and CyberNorth to deliver against targets.
- In partnership with the hub STEM Ambassador coordinator, promote the benefits of the Cyber Ambassador programme to industry.
- Recruitment of Cyber Ambassadors to the programme
- Match Cyber Ambassadors to CyberFirst schools
- Provide support for wider partner-led Cyber Security events
- Support partner communications with schools to encourage greater uptake of schools applying to become CyberFirst accredited.
- Attending weekly meetings with the project team to report on progress
- Support STEMFest 2024 delivery, specifically in relation to the Cyber Security zone
- Attend Stakeholder meetings at venues across the UK

Specific Role Requirements

	<i>Essential</i>	<i>Desirable</i>
Skills/Training	<p>Experience of delivering workshops or presentations to large groups of students and teachers</p> <p>Good understanding and use of databases and systems for reporting purposes</p> <p>Effective communication skills and ability to effectively promote products and services</p> <p>Excellent organisation and project management skills</p> <p>Ability to maintain good working relationships with the key partners to ensure that opportunities for joint working and targeting are identified and implemented which can bring significant benefits to schools and colleges.</p>	<p>Good understanding of the STEM sectors including drivers and skills</p> <p>Understanding of procedures and pressures of working directly with businesses and schools</p> <p>Knowledge of the key Employability skills</p> <p>Background in Cyber Security or digital skills</p> <p>Experience of developing pupil and/or teacher resources</p> <p>Knowledge of Gatsby benchmarks</p> <p>Familiar with CIAG within schools</p>
Experience	<p>Experience of workshop delivery and project management</p> <p>Knowledge of business and education environments</p>	<p>Experience of working with volunteers in business environments</p> <p>Experience of working with teachers and understanding of school pressures</p>
Other	<p>A full driving licence, or efficient mode of transport, and willingness to travel and work outside normal business hours</p>	

MINIMUM COMPETENCY LEVELS REQUIRED		
Teamworking	Level 3 Requests input from others	<ul style="list-style-type: none"> • Consults other teams to establish prior relationships with stakeholders • Asks others for their ideas and opinions and can sell own ideas to others, whilst anticipating objections • Works together to form decisions and plans and willingly learns from others • Values, calls upon and utilises the experience of colleagues • Follows management and policy information with conviction and authority
Organisation	Level 3 Plans ahead and adapts	<ul style="list-style-type: none"> • Involves others in planning activities • Shifts resources to ensure delivery • Monitors and manages staff skills and competence to ensure sufficient resources are available to meet expectations • Assesses time and resources needed for projects or activities • Develops practical and realistic plans that ensure efficient use of resources • Plans how to deal with peaks and troughs in workload over time • Draws up contingencies and adapts plans as necessary
Building Trust	Level 3 Chooses transparency	<ul style="list-style-type: none"> • Builds trust through modelling desired behaviours • Does not compromise on matters of ethics • Is honest about aspirations and agendas, particularly in relationships with colleagues • Maintains the integrity of RTC North by being open in communication and generates case studies to celebrate success • Is willing to publicly admit to making a mistake and does not “pass the buck”

Embracing Change	<p>Level 2 Responds positively to change</p>	<ul style="list-style-type: none"> • Responds enthusiastically to new ways of working, including looking at alternative solutions and looks for self-development opportunities • Applies previous knowledge and experience to determine final solution • Finds ways to build on changes and personalise for own area • Can move from one project to another without being fazed • Open-minded and accepts change which challenges established ways of working • Understands client needs and identifies potential barriers and solutions to overcome them
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EXPECTED COMPETENCY LEVELS REQUIRED		
Teamworking	Level 3 Requests input from others	<ul style="list-style-type: none"> • Consults other teams to establish prior relationships with stakeholders • Asks others for their ideas and opinions and can sell own ideas to others, whilst anticipating objections • Works together to form decisions and plans and willingly learns from others • Values, calls upon and utilises the experience of colleagues • Follows management and policy information with conviction and authority
Organisation	Level 3: Plans ahead and adapts	<ul style="list-style-type: none"> • Plans time effectively – develops clear and realistic timeframes • Takes follow up action when required • Prioritises/re-prioritises work appropriately • Monitors work activity against plan and takes remedial action when necessary to deliver what is required on time • Co-ordinates and organises others
Building Trust	Level 3: Chooses transparency	<ul style="list-style-type: none"> • Builds trust through modelling desired behaviours • Does not compromise on matters of ethics • Is honest about aspirations and agendas, particularly in relationships with colleagues • Maintains the integrity of RTC North by being open in communication and generates case studies to celebrate success • Is willing to publicly admit to making a mistake and does not “pass the buck”

<p>Embracing Change</p>	<p>Level 3: Implements change</p>	<ul style="list-style-type: none"> • Helps others to understand the reason for change through clear communication • Anticipates others' resistance to change and proactively reduces this through early involvement in the change process and regular updates • Has a flexible approach to problem solving, involving others as required • Looks beyond own team's offer and collaborates with colleagues from other programmes/departments to ensure best possible outcome for the stakeholder • Actively encourages innovative and creative thinking by creating an environment where creativity is the norm and rewarded and supported, and uses facilitation tools and techniques to stimulate this • Proactively promotes individuals and teams • Challenges and tests ideas in 1:1 meetings
<p>Managing, Leading and Developing Others</p>	<p>Level 3 Takes action to improve performance</p>	<ul style="list-style-type: none"> • Expects and encourages high performance from the team • Establishes and displays clear behavioural norms to create a strong and positive team climate. E.g. exudes confidence and enthusiasm • Takes action to obtain the resources needed to deliver improved performance • Sustains a clear picture of the future and ensures the team can relate own goals to the direction of RTC North as a whole • Gives constructive feedback to support the development of others • Ensures that the provision of appropriate training and development happens and addresses any obstacles • Uses the performance management process well • Gives feedback to individuals on the impact of the behaviour or approach to facilitate their development • Reassures others after a set back and helps people to work out the answers for themselves