DELIVERY OFFICER - SCOTLAND

About EDT

EDT is an educational charity established over 40 years ago and we are going through an exciting period of transformation. We are looking for a motivated and creative person to join our dynamic team and work with our partners and volunteers to create and deliver our projects and experiences to young people interested in STEM and future (META) skills.

Our vision is to create a society which empowers young people, regardless of their backgrounds, to be excited by STEM opportunities and to be inspired about their potential - developing the next generation of the UK workforce.

Our mission is to inspire young people, ensuring they have the opportunity and confidence to reach their full potential, enabling them to contribute to their communities and improve their social mobility. We do this by connecting them with industry and inspiring STEM role models, exploring pathways from education to employment, developing a broad range of skills to improve their work readiness and celebrate their achievements through Industrial Cadets Awards at each milestone.

EDT is committed to encouraging equality and diversity among our workforce, Trustees, and the programmes that we run. The aim is for our workforce, governing structures and the programmes that we run, to be truly representative of all sections of society, and for each EDT Employee, Volunteer and Participant to feel respected and able to give their best.

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EDT Values:

At EDT, our values drive everything we do:

- **Passionate** about creating equitable access to STEM careers.
- **Dynamic** in our response to a changing world.
- **Collaborative** with industry, educators and communities.
- **Respectful** of young people's potential and lived experiences.

Key role information:

Salary: Band B - £27,300 to £32,400 FTE depending on skills and experience.

Benefits: 25 days annual leave (Pro Rata) per year plus bank holidays; pension (up to 10% employer contribution); life insurance (3 times annual salary); hybrid and flexible working; well-being support.

Location: Scotland Hybrid/Homeworking

Hours: Full time (37.5 hours per week). The role will involve flexibility for early starts/late finishes and some overnight stays.

Job Purpose:

The Delivery Officer is part of a UK-wide team responsible for delivering high-quality STE(A)M engagement programmes and events to schools and colleges. The role combines programme delivery, event coordination, and administrative responsibilities, ensuring an engaging and impactful experience for young people and key stakeholders, aligned with EDT's values of Collaboration, Passion, Respect, and being Dynamic.

This role supports the full lifecycle of programme delivery, from planning and coordination through to delivery and evaluation. It ensures that students, teachers, parents, mentors, and partners experience a consistently high standard of service and engagement.

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What you'll be doing:

Programme Delivery & Event Management:

- Deliver large-scale programmes and events with students, schools and industry mentors to a consistently high standard.
- Confidently present to large groups of young people, with the ability to engage audiences and effectively manage the room.
- Take responsibility for the planning, coordination, and end-to-end delivery of activities and events.
- Supervise residential and day courses across the region, ensuring a safe and positive experience for all participants.
- Provide support to programmes and events in other regions when required.
- Act as the face of EDT, representing the organisation in a professional and engaging manner at both face-to-face and virtual events.
- Liaise with venues and external providers to ensure all programme requirements are met, and events run smoothly.
- Deliver national virtual programmes and courses as required.
- Review and mark coursework, provide constructive feedback, and respond to queries from students of varying ages and abilities.
- Act as the main point of contact for young people, once they have been accepted onto a programme, throughout all programmes, both face-to-face and virtual.
- Ensure a high standard of safeguarding and participant wellbeing is maintained throughout all activities and events

Stakeholder Engagement & Relationship Management

- Build and maintain strong relationships with schools and industry mentors.
- Work with the Programme Lead to align educators and delivery with funder requirements.
- Develop and sustain effective working relationships with teachers and industry partners.
- Provide key account management for priority schools, supporting them to act as regional advocates.
- Share annual programme portfolios with schools, providing updates where necessary and delivering impact reports following programme completion.

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What you'll be doing:

- Work with the student engagement team to actively identify and engage new schools and partners to support regional growth and programme reach.
- To support the student engagement team in recruiting students, schools, industry and university partners, maintaining strong relationships with teachers, mentors, and higher education representatives when necessary
- Undertake any other duties reasonably required to support the success of all EDT programme's and EDT's wider mission.

Monitoring, Reporting & Systems Management

- Create, manage and use the CRM system to manage programme delivery, track progress and communications and maintain accurate and up-to-date records.
- Capture monitoring and evaluation data accurately and in a timely manner.
- Ensure effective collection, management, and storage of programme feedback within internal systems.
- Maintain compliance with safeguarding, GDPR, EDI, and Right to Work legislation.
- Regularly review data to identify trends, inform reporting, and support continuous programme improvement.

Programme Development & Improvement

- Contribute to the expansion and development of engaging, hands-on programmes delivered both virtually and face-to-face.
- Collaborate across teams and organisational levels to develop new and innovative programme content and activities.
- Gather feedback from participants and stakeholders to inform programme enhancements and improve overall impact.

Included in the remit of this role, there may be a requirement for the successful candidate to assume additional responsibilities e.g. Local Health & Safety Lead, First Aider, Fire Marshall, Safeguarding, Data Protection

Should this be necessary, training will be provided where needed.

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What you'll be doing:

COMPETENCIES AND ATTRIBUTES

Skills & Experience

- Proven experience delivering large-scale events or programmes, ideally within education, youth engagement, or STE(A)M contexts
- Strong ability to plan, coordinate, and deliver activities end to end, ensuring a high-quality participant experience
- Confident presenting to large groups of young people, with the ability to engage audiences and manage group dynamics effectively
- Experience supervising residential and/or day programmes
- Ability to manage event logistics, including liaising with venues and coordinating multiple stakeholders
- Experience delivering both face-to-face and virtual programmes
- Demonstrated experience building and maintaining strong relationships with schools, teachers, and external partners such as industry mentors
- Experience managing key accounts or priority stakeholders, with the ability to support long-term engagement and advocacy
- Ability to match programme delivery to stakeholder or funder requirements
- Strong communication skills, both written and verbal, with confidence acting as the main point of contact for participants and partners
- Experience supporting young people in an educational or programme setting, including responding to queries and providing guidance
- Ability to assess or review work, provide constructive feedback, and support learners of different ages and abilities.
- Strong interpersonal skills with the ability to create an inclusive, engaging, and supportive environment
- Experience using CRM systems or similar databases to manage delivery, track progress, and maintain accurate records
- Ability to collect, manage, and interpret monitoring and evaluation data
- Strong attention to detail, ensuring accurate data entry, reporting, and compliance with organisational processes
- Understanding of safeguarding, GDPR, EDI, and compliance requirements within an education or youth setting
- Experience contributing to the design or development of engaging, hands-on learning activities or programmes
- Ability to work collaboratively to improve and innovate programme content

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Competancies & Attributes:

- A proactive approach to identifying opportunities for enhancement and continuous improvement
- Experience working with industry mentors/employer engagement initiatives
- Understanding of STE(A)M education pathways and careers
- Experience delivering accredited or structured programmes (e.g. coursework based learning)

Personal Attributes

- Highly organised with the ability to manage multiple programmes, events, and priorities while maintaining high standards.
- Confident and engaging presenter, capable of delivering to large groups of young people and creating a positive, inclusive environment.
- A strong communicator who can build rapport quickly with students, teachers, volunteers, and partners.
- Proactive and solution-focused, with the ability to anticipate challenges and take initiative to resolve them effectively.
- Adaptable and flexible, responding positively to changing demands, including travel, residential delivery, and supporting activity across regions.
- Demonstrates strong attention to detail, ensuring accuracy in programme delivery, data management, and reporting.
- Approachable and supportive, with a genuine commitment to inspiring and engaging young people from diverse backgrounds.
- Professional and resilient, maintaining a calm and positive approach in fastpaced and high-pressure environments.
- Collaborative in approach, working effectively with colleagues across teams and contributing to shared goals.
- Demonstrates integrity and accountability, consistently applying safeguarding, equality, diversity, and inclusion principles.
- Comfortable working independently with a high level of autonomy, while recognising when to seek support or escalate issues.
- Committed to continuous improvement, open to feedback, and motivated to enhance programme quality and impact.
- Acts as a positive and credible ambassador for EDT, representing its mission and values with enthusiasm and professionalism

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Hybrid / Home Working:

At EDT we work in a hybrid setting, unless otherwise stipulated, your normal place of work is one of the EDT offices. For successful home working, you will need to be able to:

- Work independently, motivate yourself and use your own initiative;
- Manage your workload effectively and meet any applicable deadlines;
- Make appropriate childcare/dependant care arrangements to enable you to focus on your work during working hours;
- Identify and resolve any pressures created by working at home; and
- Keep in regular contact with your line manager and colleagues.

You are expected to attend the office or other reasonable location - on days or at times when you would normally work from home – for purposes such as meetings, training courses or other events as necessary, or if your presence is necessary to perform your duties (for example, to use equipment that is only available in the office or your job requires significant personal interaction with colleagues or third parties that would not be as effective if carried out remotely).

Special Conditions

The successful candidate will be required to fulfil an enhanced DBS/PVG check and should hold a clean driving licence. The role will require regular travel around the region and sometimes nationally (involving overnight stays), access to reliable transportation is essential (Own car preferred).

Our Values

At EDT, we are:

- Passionate about creating equitable access to STEM careers.
- Dynamic in our response to a changing world.
- Collaborative with industry, educators, and communities.
- Respectful of young people's potential and the lived experiences of our beneficiaries.