

Delivery Officer - South of England

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.

Salary: Salary Band B, 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: Hybrid working, with office location in Welwyn Garden City or Southampton, partner locations across South of England, and home working.

Coverage area: South of England, including London, Buckinghamshire, Bedfordshire, Hertfordshire, and Essex. Parts of Wales, depending on the areas of delivery.

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

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.

KEY RESPONSIBILITIES:

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.
- 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 recruitment 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

- 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.
- Create and manage regional CRM dashboards

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.

COMPETENCIES AND ATTRIBUTES

Skills and experience

- Experience delivering large-scale education, youth engagement, or STE(A)M programmes and events.
- Skilled in end-to-end programme planning, logistics, stakeholder coordination, and high-quality delivery across in-person, virtual, residential, and day formats.
- Confident engaging and presenting to young people, managing group dynamics, and creating inclusive learning environments.
- Strong relationship management with schools, teachers, industry partners, and key stakeholders.
- Excellent communication skills, acting as a primary contact for participants, partners, and funders.
- Experience supporting learners through guidance, assessment, feedback, and pastoral support.
- Proficient in CRM systems, data management, monitoring and evaluation, and reporting.
- Strong attention to detail with knowledge of safeguarding, GDPR, EDI, and compliance requirements.
- Experience designing and improving engaging learning programmes and activities through collaborative working.
- Proactive in identifying opportunities for continuous improvement and programme enhancement.
- Experience working with industry mentors and employer engagement initiatives.
- Good understanding of STE(A)M education pathways and careers.
- Experience delivering structured or accredited learning programmes.

Personal attributes

- Highly organised, able to manage multiple programmes and priorities effectively.
- Engaging presenter with experience delivering to and inspiring young people.
- Strong communicator, building positive relationships with students, teachers, volunteers, and partners.
- Proactive, solution-focused, and able to anticipate and resolve challenges.
- Adaptable and flexible, responding positively to changing demands and environments.
- Detail-oriented, ensuring accuracy in delivery, data management, and reporting.
- Supportive and approachable, committed to engaging young people from diverse backgrounds.
- Resilient and professional, thriving in fast-paced environments.
- Collaborative team player with a focus on shared goals.
- Committed to safeguarding, equality, diversity, inclusion, and accountability.
- Able to work independently while recognising when to seek support.
- Driven by continuous improvement and enhancing programme impact.
- A positive ambassador, representing organisational values with professionalism and enthusiasm.

HYBRID 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/dependent 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 and full clean driving license, access to own vehicle, ability to travel/stay overnight as required.

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.

HOW TO APPLY: Please submit your CV and covering letter which outlines your specific interest, experience and ability to successfully fulfil this role to recruitment@etrust.org.uk