

Programme Lead, Midlands

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 C, 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, including the Birmingham EDT office, partner locations across the Midlands, East and Wales and home working.

Coverage area: Midlands, including Cambridgeshire, Norfolk and Suffolk. 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 Programme Lead oversees the operational delivery of high quality STE(A)M programmes and events across the Midlands. The role ensures programmes meet strategic targets and quality standards through effective logistics management, performance tracking, and stakeholder engagement. By combining curriculum insight with data-driven reporting, the postholder supports regional impact and learner outcomes, aligned with EDT's values of Collaboration, Passion, Respect, and Dynamic.

KEY RESPONSIBILITIES:

Programme Delivery & Operations

- Oversee the end-to-end programme delivery of all EDT programmes and events delivered across the Midlands, with flexibility to support other regions as required.
- Work closely with the Head of Programme Delivery to support the smooth delivery and operations of all EDT programmes
- Confidently present to large groups of young people, with the ability to engage audiences and effectively manage the room.
- Deliver national virtual programmes as needed, in line with regional capacity
- Deliver operations and end-to-end programmes, ensuring all beneficiaries and stakeholders receive a high-quality experience.
- Ensure all monitoring and evaluation data is captured accurately and in a timely manner.
- Coordinate the regional team and pool of sessional workers to ensure smooth and effective delivery across the region.
- Deliver all EDT programmes in the region as required

Performance & Reporting

- Track progress against delivery targets and Key Performance Indicators (KPIs).
- Provide regular updates and propose solutions to overcome delivery barriers.
- Collate programme data and impact statistics to write reports following the completion of each programme for funders and stakeholders.
- Use the internal CRM system to manage regional and virtual delivery, track progress, and ensure all data is accurate and up to date.
- Create feedback surveys, dashboards and any other tools on the CRM system in line with the needs of each programme

Quality Assurance & Compliance

- Work closely with the Head of Programme Delivery to implement processes that ensure programmes meet Industrial Cadets standards and maintain consistent delivery quality.
- Ensure compliance with safeguarding, GDPR, EDI, and Right to Work legislation.

Stakeholder Engagement & Partnerships

- Build and maintain strong relationships with schools, colleges, educators, and local stakeholders.

- Act as an ambassador for EDT, promoting the organisation's values and impact within the community.
- Work closely with the Partnership Lead to support the development of growth opportunities within the region.
- Work closely with the Partnership Lead to secure meaningful partner involvement across relevant programmes, including opportunities to host world of work visits
- Collaborate with the Volunteering Lead to ensure sufficient volunteer engagement to support programme delivery and promote STE(A)M.

Marketing & Outreach

- Liaise with the Marketing team to enhance regional visibility and promote programme activities.
- Work with Student Engagement Lead to coordinate the recruitment of students and schools to programmes across the South and relevant virtual national programmes

Curriculum Development & Innovation

- Maintain an up-to-date understanding of STE(A)M curriculum trends and challenges.
- Identify emerging needs and opportunities to inform programme development.
- Create engaging content aligned with EDT and stakeholder requirements, ensuring curriculum relevance and enhancing the learner experience.
- Work closely with the Content Lead to support the creation of content aligned with EDT and stakeholder requirements, ensuring curriculum relevance and enhancing the learner experience.
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Collaboration & General Responsibilities

- Collaborate with colleagues across EDT, contributing to team meetings and sharing insights.
- Undertake any other duties reasonably required to support the success of EDT programmes and the organisation's wider mission.

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 & Experience

- Proven experience delivering and managing education, outreach, or youth programmes across multiple sites or regions
- Strong project management skills, with the ability to oversee end-to-end programme delivery
- Experience coordinating teams, including sessional staff and/or volunteers
- Experience tracking programme performance against KPIs and delivery targets
- Strong data collection, analysis, and reporting skills (including funder reporting)
- Experience using CRM systems or similar tools to manage delivery and maintain accurate records
- Demonstrable experience building and managing relationships with schools, colleges, and external partners
- Strong interpersonal and communication skills, with the ability to engage diverse audiences
- Experience supporting partnership development and identifying growth opportunities
- Experience maintaining programme quality standards and applying QA processes
- Working knowledge of safeguarding, GDPR, EDI, and compliance requirements in an education or youth context
- Experience supporting programme promotion through campaigns, events, or direct engagement
- Ability to contribute to learner recruitment strategies and stakeholder engagement initiatives
- Understanding of STE(A)M education and current curriculum trends
- Experience designing or adapting engaging educational content
- Ability to align programme content with educational outcomes and stakeholder needs

Personal Attributes

- Highly organised with the ability to manage multiple priorities while consistently meeting deadlines.
- Demonstrates a proactive and solution-focused approach, identifying challenges early and taking initiative to resolve them effectively.
- An excellent communicator, confident in engaging with a wide range of stakeholders and adapting communication style to suit different audiences.
- Works collaboratively and builds strong, positive relationships with colleagues, stakeholders, and external partners.
- Adaptable and flexible, responding positively to changing demands and supporting delivery across different regions when required.
- Demonstrates strong attention to detail, ensuring a high level of accuracy in programme delivery, reporting, and compliance.
- Shows a genuine passion for STE(A)M and education, with a commitment to improving outcomes for young people.
- Remains professional and resilient in a fast-paced environment, maintaining a positive and constructive approach.
- Acts with integrity and accountability, consistently upholding safeguarding, equality, and inclusion principles.
- Confident working with a high level of autonomy while recognising when to collaborate or escalate.
- Motivated by continuous improvement, with a willingness to test, learn, and refine new approaches.
- Acts as a confident and engaging ambassador for EDT's mission and values.
- Makes balanced and thoughtful decisions, considering both employer requirements and the needs of young people.

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.