

Tomorrows Engineers Programme Support Assistant – Role Outline

Overview

Tomorrow's Engineers is a national programme that brings together local networks of engineering companies, Professional Engineering Institutions and delivery organisations to create the next generation of engineers by supporting better and more coordinated engagement with schools.

The Tomorrow's Engineers programme aims to ensure that every child will understand the variety, excitement and opportunity presented by a career in engineering, with an equal number of girls and boys aspiring to become an engineer, so that UK employers get the engineers they need. Tomorrow's Engineers wants every child (11-14) to have at least one engineering experience with an employer to help them make the connection between school work and career possibilities.

Role Summary

The Programme Support Assistant will provide administrative support to the Tomorrow's Engineers team. Reporting to the Tomorrow's Engineers Programme Director, the support executive will assist the Tomorrow's Engineers team to deliver a range of projects across the UK. Key responsibilities include:

- Supporting the Tomorrow's Engineers team by managing administration processes, disseminating information and resources as required
- Schools database support, creating user log-ins, monitoring use, data entry and helping with user enquiries
- Liaise with Database manager on queries and updates
- Setting up and managing team activity reports
- Writing Board minutes and arranging dates for meetings
- Supporting the collation and tracking of data against KPI's using the internal CRM system
- Assisting in the development and implementation of internal operational processes
- Supporting the delivery of Tomorrow's Engineers internal and external events
- Assisting the Careers team with events and resources
- Collating partner information, tracking who we partner with, their offer and ensuring they are recognised on the TE website
- Monitor team salesforce compliance

The Person

Essential

- Experience of using CRM systems, ideally Salesforce
- Experience of using Microsoft Office, particularly excel
- Ability to work on own initiative
- Ability to work effectively in teams
- Strong attention to detail
- Good time management, with ability to prioritise in order to meet deadlines
- Confident communicator
- Ability to fully engage with EngineeringUK goals and values.

Desirable

- Interest in science, technology, engineering and maths and/or education
- Knowledge of the education sector
- Experience of working with a range of businesses
- Experience of supporting events
- Experience of working with young people or schools.

This is a full-time role based in our office in London with some occasional travel across the UK.

Success Criteria

- Working effectively with other colleagues and stakeholders.
- Production of reliable minutes, summaries, reports etc that need minimal correction
- Schools database roll out and schools data captured. Data integrity.
- Processes reviewed modified and developed as appropriate