

Role Profile

Big Bang Careers Assistant Fixed term 2 months (part-time) Up to £23K pro-rata

About EngineeringUK

EngineeringUK is an independent, not-for-profit organisation whose purpose is to promote the vital contribution that engineers, and engineering and technology, make to our society. We also aim to inspire people at all levels to pursue careers in engineering and technology.

About The Big Bang Fair

The Big Bang UK Young Scientists & Engineers Fair is the largest celebration of science, technology, engineering and maths (STEM) for young people in the UK. The Big Bang Fair is an award-winning combination of exciting theatre shows, interactive workshops, exhibits, careers information and STEM inspiration. The 2018 Fair will be held at The NEC, Birmingham between 14th and 17th March 2018. We aim to show young people (primarily aged 7-19) the exciting and rewarding opportunities out there for them with the right experience and qualifications, by bringing classroom learning to life. Having grown from 6,500 visitors in its first year (2009) to over 70,000 in 2017, The Big Bang Fair is made possible thanks to the collaborative efforts of over 200 organisations.

The Careers Cabin is at the centre of the Fair. It occupies a large area in the middle of the show floor and attracts thousands of students, teachers and parents across the 4 days of the event. Several activities take place within the Careers Cabin, including a careers networking activity with STEM professionals, a careers quiz on iPads, a sticker collection competition and a careers advice and information station, with qualified careers advisers to help students with their enquiries. Free printed careers materials (leaflets, postcards, posters, teacher packs etc.) are available for students and teachers/parents to take away throughout the event.

www.thebigbangfair.co.uk

About the Role

Reporting to the Head of Careers, you will support the administration and event delivery of the Big Bang Careers Cabin. This will involve the following:

- Supporting the Head of Careers with preparations for The Big Bang UK Fair, including stock counting, ordering resources and preparing activity kits for the event.
- Communicating with sponsors and exhibitors about the 'Careers Captain' activity in the lead up to the event.
- Helping to research and generate 'career facts' for the sticker collection challenge.
- Supporting with the set-up (and break-down) of the Careers Cabin stand at the event.
- Supporting with the delivery of the Careers Cabin activities at the event.
- Liaising with colleagues, volunteers and stakeholders at the event, including being the main point of contact for exhibitors in relation to the Careers Captain activity.
- Helping unload and pack away the Careers Cabin resources and equipment after the event.
- Supporting with the post-event report.
- Day to day admin tasks (e.g. dealing with email & phone enquiries related to the Careers Cabin; collating and processing invoices).

- Undertaking other tasks and duties as directed and required by the Head of Careers.
- The role will be based at the offices of EngineeringUK in Moorgate, London but may require occasional travel within the UK.
- Applicants must be able to attend the Big Bang Fair in Birmingham (13th to 17th March 2018).

The Person

Essential

- Proven administrative experience
- Excellent communication skills
- Self-motivated and resourceful; able to work independently
- Able to think creatively & innovatively whilst working under pressure
- Strong attention to detail, ensuring that high levels of quality are achieved

Desirable

- Educated to degree level or equivalent
- Project management and/or event experience
- A good understanding of the science and engineering communities
- Familiar with education and careers initiatives