Schools Liaison Officer

Primary Focus:

Schools Liaison Officers (SLOs) promote a better understanding of the role of the engineer and the contribution engineering makes to society.

SLOs work closely with the local STEM Ambassador hub and local organisations to promote STEM subjects to school children.

SLOs act as the main point of contact between the IET Education 5 – 19 department, Local Network members and local STEM providers, ensuring a good flow of information between members, IET staff and local organisations.

Main duties and responsibilities:

- Support schools activities including careers talks, after school clubs and science fairs
- Represent the IET at careers fairs and science fairs
- Support applications to the Engineering Education Grant Scheme
- Support local projects funded by the Engineering Education Grant Scheme
- Report SLO activities via the STEM Ambassador dashboard
- Share information and best practice with IET staff for dissemination amongst the SLO network, and for use in planning support for future activities and projects
- Work with IET staff, LN committee members and younger member boards to identify IET members interested in working to support Local Network schools activity.

Appointment method:

Schools Liaison Officers can be appointed by the Local Network committee, in consultation with the Education 5-19 department or by the Education 5 – 19 department directly.

Period of appointment:

The period of appointment is determined by the Schools Liaison Officer, Local Network committee and Education 5-19 staff contact.
Training:

- STEM Ambassador induction and enhanced disclosure check
- IET Education 5-19 induction session
- Safeguarding children and adults at risk online training
- Guidance from the Education Manager – Regional Liaison
- SLO conference
- It is advisable for Schools Liaison Officers to be aware of, or become aware of, STEM curricula and local STEM activities and activity providers

Point of contact:

The regular contact for this role will be the Education Manager - Regional Liaison (Education 5-19).

Communications:

When undertaking this role you can expect to receive:

- Monthly or bi-monthly emails from your point of contact
- Ad-hoc requests from schools, staff in the Education 5 – 19 department and education organisations
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit for ordering resources
- Dedicated IET staff member for support and assistance
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

This role is supported by the following policies and procedures:

Policies and procedures requiring mandatory online sign-up:

- Anti-bribery and Corruption Policy
- Code of Conduct for Volunteers
- Data Protection Policy
- Equality, Diversity and Inclusion Policy
- Harassment and Bullying Policy
- Safeguarding Children and Adults at Risk Policy

Upon engagement you will be provided with access to our e-learning portal to undertake this activity.

Other Policies and Guidance:

- Anti-slavery Policy
- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Managing Disagreements Guidelines
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)

Please refer to the Volunteer Hub for further guidance on policies and procedures.

**Dress code:**

An IET volunteer polo shirt is available for Schools Liaison Officers.

Casual attire is acceptable for informal settings, such as assisting with hands on activities or manning a stand at an exhibition. Smarter attire is more appropriate when giving presentations or attending formal meetings.

**Person specification:**

- Registered STEM Ambassador for at least one year
- Valid enhanced disclosure certificate
- Good communication skills
- An active interest in the development of young people of all ages and abilities
- The ability to collaborate with representatives from the education community

Date Updated: April 2019