STEM Ambassador

Primary Focus:

STEM Ambassadors work with schools and education organisations to encourage enthusiasm and understanding of science, technology, engineering and maths (STEM) subjects and raise awareness of careers related to STEM. The STEM Ambassador programme is run by the National STEM Learning Network, via a network of STEM Ambassador Hubs. For more information about STEM Learning please visit https://www.stem.org.uk/about-us.

Main duties and responsibilities:

Working with schools and introducing the world of engineering to the next generation. The amount of time required is entirely up to you; taking part in a minimum of one activity per year is required.

Examples of activities you could get involved with include:

- giving careers talks
- supporting teachers with technical knowledge
- judging competitions
- supporting after school clubs

Appointment method:

After completing an online application at http://www.stemnet.org.uk/ambassadors/, you will receive an email from your local STEM Ambassador Hub offering you a range of induction dates, and at your induction you will complete an Enhanced Disclosure and Barring Service (DBS) application.

Once you have received an acceptable Enhanced DBS certificate (4 – 6 weeks after your application) you can begin volunteering in schools.

Period of appointment:

On-going.

Training:

No qualifications or experience in education are required. The STEM Ambassador programme provides an induction session which includes some classroom-based activities and role-playing. Experienced STEM Ambassadors can be made available to accompany a new volunteer on school visits if required.
Point of contact:

Your STEM Ambassador Hub is your main point of contact and will provide support and guidance.

The Education 5-19 department may also contact you with opportunities to engage in IET school activities if you select the IET as your institution when registering and agree to share information with us.

Communications:

- When undertaking this role, you can expect to receive regular emails from your STEM Ambassador Hub.
- Volunteer Update e-newsletter

Resources:

The following resources are available to support this role:

- STEM networking area for discussions and knowledge sharing
- STEM Ambassador Hub support, induction and further training
- Please note that expenses will not be reimbursed for this role
- Volunteering Handbook
- Volunteer Hub web area

Policies and procedures:

This role is supported by the following policies and procedures.

Policies and Code 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.
**Person specification:**

Ambassadors should have a keen interest in science, technology, engineering or maths and be enthusiastic and positive role models for STEM subjects and careers.

Registering a STEM Ambassador is a prerequisite to becoming an IET School Liaison Officer.

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