

IET Education Officer (EO)

Primary focus:

The main aims, through time spent in various educational, youth and event settings, is to promote STEM and engineering careers, acting as the main point of contact between the IET Education department, Local Network members and Education/STEM providers.

Main duties and responsibilities:

An EO agrees to fulfil two or more of the following each academic year, representing IET Education with groups or activities being anything STEM and engineering related. These can be anything, not just physical events, can be non-IET and include ventures an EO is already associated with. Being both prearranged and as requests are received;

- Identify, support and attend at least three local schools and local youth groups, twice
- Attend a minimum of six careers and science fairs and talks. Presenting is encouraged!
- Attend a minimum of six relevant STEM and youth engagement engineering activities
- Become an [Engineering Education Grant Scheme \(EEGS\) Advocate](#)
- Actively promote all IET Education [programmes, resources and initiatives](#)
- *Additional duties available;*
 - Become the EO representative of your nearest [Local Network \(LN\)](#) Committee
 - Support [partnership events](#), such as [Greenpower](#) and [F1 in Schools](#)
 - Assist [First LEGO League](#) and [Faraday Challenge Days](#); teams and/or tournament rounds

Appointment method:

An EO can be self-submitted or nominated by other EOs and EAs or LNs. Details to be entered into the form or sent to the Education Department, where further information can be provided including details of the onboarding process, which includes a relaxed interview.

Period of appointment:

There is no fixed term for the role. The first year is a 'sit and see' year with a review upon completion, followed by rolling three-year reviews.

Training:

The whole mandatory onboarding process must be completed within *12 weeks*, failure to complete in this time will result in your application being withdrawn from consideration. You will receive guidance from the Education team along with an IET Education induction;

- Safeguarding children and adults at risk online training
- Data protection training along with *Policies and Procedures* listed below
- EO Conference, held circa every 18 months
- Hold a valid enhanced disclosure check: DBS/PVG certificate

Point of Contact:

The regular contacts for this role will be the Education Volunteer Coordinator and Education Manager – Regional Liaison. Queries can be directed to ieteducation@theiet.org

Communications:

- Regular contact, both virtual updates and in person visits from the Education team
- Ad-hoc requests sent from IET staff, from schools and education organisations
- Volunteer Update E-Newsletter

Resources:

- [Engineering Communities](#)
- Online marketing toolkit for ordering resources – login provided once onboarded
- Dedicated IET staff members for support and assistance
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities, to be complete within *six weeks*:

- [Online sign-up to Policies and Code of Conduct:](#)
 - Anti-bribery and Corruption Policy
 - Anti-slavery 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

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Dress code:

An IET volunteer T-shirt will be provided, along with an IET name badge, which must be worn when attending events and activities on behalf of the IET. For most activities smart jeans are the perfect accompaniment, but when attending or presenting at a formal meeting or event, a smarter, professional business attire is more suitable.

Person specification:

- Interest and passion for engineering and technology, experienced in any aspect of engineering
- Enthusiasm for inspiring young people, of all ages and abilities, to develop an interest in STEM and to follow an engineering career
- Good communication skills and ability to collaborate with representatives from the education community
- Be an existing member of IET. Student and Associate memberships are welcomed
- Preferably be a registered [STEM Ambassador](#), be aware of STEM curricula and local STEM activities and activity providers