

**JOB DESCRIPTION**  
**STEM Engagement Officer**  
**Vacancy Ref: N2324**

<b>Job Title:</b> STEM Engagement Officer	<b>Present Grade:</b> 6
<b>Department/College:</b> Faculty of Science and Technology/Engineering	
<b>Directly responsible to:</b> Faculty Head of Student Recruitment	
<b>Supervisory responsibility for:</b> Student Ambassadors where appropriate	
<b>Other contacts</b>  <b>Internal:</b> Engineering UG lead and colleagues from the Engineering department, Global Recruitment Office and Faculty of Science and Technology student recruitment teams. Colleagues from outreach/WP teams and marketing staff.  <b>External:</b> Prospective students and their parents, school and college teachers and careers professionals, other HE recruitment staff, national and regional STEM related groups, Lancaster alumni and overseas agents	
<b>Job Purpose:</b>  The STEM Engagement Officer will contribute to supporting the Faculty of Science and Technology (FST) to achieve its student recruitment targets and strategies with a specific emphasis on Engineering and Maths. The role holder will be responsible for delivering high quality activities to attract students to Lancaster through the provision of engaging hands-on activities designed to support the curriculum (STEM related) and wider information, advice and guidance at schools, colleges and recruitment events. The role will help raise the profile of Engineering and STEM at Lancaster University to a wider audience and have a positive impact on driving up applications from across the UK. The role will also provide support for wider Physical Sciences and Maths by engagement with subject teachers within schools and colleges.	
<b>Principal duties:</b> <ul style="list-style-type: none"> <li>To represent the Engineering department and FST/Lancaster University at school and college events nationwide</li> <li>To develop and deliver high quality secondary level engaging academic content (including presentations and hands on activities about Engineering at Lancaster and more generic FST and Lancaster University material (different age groups within schools colleges, teachers, parents)</li> <li>To develop, deliver and evaluate student recruitment plans/activities for target schools</li> <li>To evaluate the needs and requirements for a teacher hub/network opportunity to promote studying Engineering in Higher Education to schools and colleges. Leading to the implementation of a novel approach for engagement and raising the profile of Engineering/STEM at Lancaster University</li> <li>Liaise and network with teachers, careers professionals, charities and professional engineering institutions to develop long term effective relationships to meet recruitment targets</li> <li>To give accurate information, advice and guidance to prospective undergraduate students about courses and future careers</li> <li>To support the department and wider University on large scale events such as open days, applicant visit days and Engineering specific events</li> <li>To manage relevant web pages and ensure information is up to date as required</li> </ul>	

- Collaborate and develop relationships with Engineering and STEM related groups
- To collect, monitor and share data on the University's recruitment activities, in particular play a key role in managing the department's target schools plan
- Any other duties appropriate to the role as required by the line manager