

JOB VACANCY



1. ROLE	
Job Title:	SATRO Educational Lead
Reporting to:	Managing Director
Number of direct reports:	Direct management of construction tutors and educational leader of all tutors delivering educational programmes for SATRO. Currently 10 tutors, the majority of whom work part-time.
Hours:	Full-time role, part-time and/or term-time plus working can be discussed. Flexible working between core office hours of 9am-5pm Mon to Fri. Occasionally, additional hours may be required both inside and outside of core, to support specific programme needs. Prior agreement is sought.
Salary/Benefits:	Salary dependent on experience Flexible Working & workplace pension

2. KEY RESPONSIBILITIES
<ol style="list-style-type: none">1. Responsible for the educational quality of the programmes delivered by SATRO across STEM, Construction and Employability.2. Direct management of the BTEC construction qualification, programme coordinator and seven tutors delivering the programme including leadership of the qualification, teaching, assessment, verification and staff CPD. To include management coordination with schools.3. Educational leadership to all other members of the delivery team in both STEM and Employability including quality, links to the curriculum and educational outcomes, CPD and staff development. With the aim of maintaining a coordinated delivery approach across all three programme areas.4. Ability to deliver educational, employability and careers content within workshops, qualifications or events as part of the role. This can include taking on a lead role in larger programmes and events, in the development of new programmes and in support of the team at times of peak activity within the school year.5. As part of the management team supporting the continual development of programmes with a good knowledge of key drivers in education, STEM/Construction/Employability skills and the regional careers marketplace.6. Able to demonstrate and communicate the impact of SATRO, supporting the charity in its relations with schools, colleges, industry, research and charitable funders.7. Working with Trustees and Management to seek and develop opportunities to develop SATRO programmes to existing users and to broaden the SATRO client base in geographic areas determined by the SATRO strategy. This includes the analysis of all feedback and research gathered to inform and continuously develop SATRO strategy.8. Programme Management responsibility as part of the management team including budget responsibility and working with partners and subcontracted staff or organisations.9. To attend review or development meetings with funders or corporates, as deemed necessary. This may include industry forums, relevant business networking or careers/educational events to promote SATRO and its range of programmes.

10. Acting as a deputy to the Managing Director in key areas of responsibility related to programme delivery. The role will involve regular involvement in Trustee Meetings.

3. QUALIFICATIONS AND EXPERIENCE	essential/desired
Educated to Degree level	D
A level qualifications (min)	E
Relevant qualifications to our programme areas	D
Experience of leadership in Education including staff management and CPD planning	E
Experience of running educational qualifications including teaching, assessment and verification processes	E
Experience of working in STEM related industry/job or research	D
Experience of working as a Department Lead or Project Manager	D
Experience of working for an Education Charity	D
Experience of managing project related budgets	E
Experience of SEN learning	D
Microsoft Office (Word, Excel, PowerPoint) skills	E
Advanced IT or digital/technical skills	D

4. PERSON SPECIFICATION	essential/desired
Good English language skills both written and verbal	E
Self-motivated – able to identify and set own priorities and keen to put forward proactive suggestions/ideas	E
Well organised – must be able to simultaneously juggle multiple projects and tasks	E
Able to take instruction and follow through using own initiative, often without supervision	E
Comfortable with making presentations both internally or externally or willing to quickly develop limited skills	E
Good time management – able to deliver against own deadlines and those set by others in the organisation	E
Excellent attention to detail – must be able to ensure the quality of programme delivery associated with SATRO and its good reputation	E
Confident enough to be able to liaise with people of all levels of seniority both internally and externally	E
Must be mobile and able to drive and provide own transport	E
Experience of delivering programme related training to staff and/or volunteers	D
Experience of delivering learning based programmes to young people	D
Agreement to being DBS checked	E
Willingness to travel for work in and around Surrey and neighbouring counties	E
Willingness to work hours that may include evenings in addition to or instead of core hours, as required	E

5. SATRO

SATRO is a long-standing educational charity working in Surrey and the adjacent counties. We provide STEM, Construction and Employability Skills workshops, qualifications and events into schools with the support of industry volunteers. Our aim is to inspire young people's interest in the world they live in, the technology they use and the career paths that are available to them. We work with students of all abilities from ages of 7 – 18 and beyond for special needs students.

The charity employs 16 staff at present with the majority working directly with students. Our small head office is at the centre of all activities and acts as the link between our tutors, teachers, students, industry and volunteers. The work is varied and ever-changing to meet the needs and interests of young people.

We are based in the Surrey Technology Centre at the heart of the Surrey Research Park, part of Surrey University. The Centre has a range of conference facilities and is host to the Hub which acts as the café to the park. We are also close to the Surrey Sports Park and on a bus route to the centre of Guildford and the station.

Email applications to: anne.edward@satro.org.uk

Closing Date: **Monday 18th October 2021**