

# Training & Engagement Co-ordinator



## ROLE DESCRIPTION

### GRADE

Grade 4

### LOCATION

Craiglockhart, Edinburgh

### LINE MANAGER

Training and  
Development Manager

## ROLE SUMMARY

Equate Scotland provides support to women in STEM [Science, Technology, Engineering, Environment (Natural and Built), and Maths].

The role will design and deliver a programme of activities (training, online and in-person events) to develop women’s expertise, essential skills and confidence, across Scotland.

The post holder will develop and coordinate Equate Scotland’s ‘Friends of Equate’ Network, for stakeholders across STEM sectors.

They will work and build relationships with women in STEM, employers, education providers and industry partners to support the wider Equate team activities and objectives.

### LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities.

## MAIN DUTIES AND RESPONSIBILITIES

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- To play a lead role in the provision of support for women working in or returning to STEM careers by providing a range of training and support.
- To design, organise and deliver workshops for women in STEM, including free CPD sessions and employer focused events.
- To develop and coordinate Equate Scotland's 'Friends of Equate' Network and to explore other mechanisms which maintain long term STEM relationships with our stakeholders.
- To develop and coordinate Equate Scotland's STEM mentoring programme.
- To support the Training and Development Manager, and the training team in developing and delivering other training resources and activities, which deliver on Equate's objectives.
- To support the Training and Development Manager with income generation and consultancy services, product development and facilitation.
- To collect data from events as well as qualitative and quantitative feedback from service users, keep accurate records and provide reports and recommendations as required to support the overall activity of Equate.
- To work closely with the Support Team to provide timely and accurate event planning information, including post event follow up information and assessments.
- To work collaboratively with other team members in Equate Scotland and other initiatives to ensure all organisation activity is focused and to maximise effectiveness of impact.
- Representing Equate at external forum or events when required.
- Coordinate the planning and delivery of Equate's events for women, liaising with both internal and external stakeholders.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

### EDUCATION / QUALIFICATIONS

- |  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| • HNC or equivalent or relevant and transferrable work experience  | ✓         |           |
| • Degree or professional qualification in Science, Engineering, Built Environment or Technology or alternate qualifications/experience demonstrating transferrable skills. |           | ✓         |

### SKILLS / EXPERIENCE

- |  |   |   |
|--|---|---|
| • Proven ability to establish and manage positive relationships with internal and external stakeholders  | ✓ |   |
| • Proven experience of project, service, and event coordination  | ✓ |   |
| • Demonstrable ability to proactively plan and prioritise workload   | ✓ |   |
| • Significant experience in designing and delivering training workshops (online and face-to-face) including multi-stakeholder events   | ✓ |   |
| • Demonstrable experience of community engagement and building and maintaining meaningful relationships with clients/service users   | ✓ |   |
| • Demonstrable knowledge and understanding of Equality, Diversity, and Inclusion best practice   | ✓ |   |
| • Effective communication skills including report writing  | ✓ |   |
| • Commitment and understanding of issues relating to Gender Equality   | ✓ |   |
| • Commitment to working as part of the Equate Team   | ✓ |   |
| • Ability to use online meeting or training platforms (e.g. Teams or Zoom)   |   | ✓ |
| • Knowledge and awareness of the organisational and cultural barriers to women's access to and progression in careers in STEM and intersectional inequality issues for women |   | ✓ |
| • Ability to show initiative and creativity  |   | ✓ |
| • Previous experience of mentoring programmes  |   | ✓ |
| • Ability and willingness to travel and work occasional evenings   |   | ✓ |