



Training & Engagement Co-ordinator (Employer & Industry)



ROLE DESCRIPTION

GRADE

Grade 4

LOCATION

Craiglockhart Edinburgh

LINE MANAGER

Training and
Development Manager

ROLE SUMMARY

Working with, and building relationships with Employers and industry to support the wider Equate Team activities and objectives

Responsible for the project management, organisation and co-ordination of Workshops and experiential learning events.

Delivering training for our income generation activity and supporting our free to use services for women in STEM and Women STEM students. Jointly managing annual flagship conference.

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities

MAIN DUTIES AND RESPONSIBILITIES

- Building and maintaining positive relationships with employers, and building partnerships with wider networks (public sector bodies/academia/education/trade unions) to support the Equate team aims and objectives and ethos.
- Responsible for the project management, organisation and co-ordination of learning events, including securing sponsorship when required, that supports the delivery of events for STEM students and women pursuing careers in STEM.
- Working as part of the wider Equate team, delivering training and projects for our free to use services and supporting our income generation activities.
- Working closely with the Project Co-ordinator for CareerHub, and Training & Engagement Co-ordinator to ensure sharing of key contacts, best practice and service delivery.
- To keep accurate data from events, manage budget, and provide reports as required to ensure project governance in accordance with the requirements of our funders and our key performance measures.
- Work closely with the Support Team to provide timely and accurate event planning information, including post event follow up information and assessments.
- Representing Equate at external forum or events when required.
- Role model the University's values & behaviours.
- 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
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EDUCATION / QUALIFICATIONS

<ul style="list-style-type: none"> HNC or equivalent or extensive experience in a relevant context 	✓	

SKILLS / EXPERIENCE

<ul style="list-style-type: none"> Proven ability to establish and manage positive relationships with external stakeholders 	✓	
<ul style="list-style-type: none"> Proven ability of project co-ordination/meeting targets/budget management 	✓	
<ul style="list-style-type: none"> Demonstrated ability to plan and prioritise workload 	✓	
<ul style="list-style-type: none"> Training delivery 	✓	
<ul style="list-style-type: none"> Commitment to working as part of the Equate Team and its ethos 	✓	
<ul style="list-style-type: none"> Effective communication skills including report writing 	✓	
<ul style="list-style-type: none"> Confident IT user including Microsoft Office, Excel & Outlook 		✓
<ul style="list-style-type: none"> Commitment and understanding of issues relating to Gender Equality 		✓