Post: Programme Support Coordinator

Grade: Full Time - 9 month contract - starting January 2021

Reporting to: Head of Operations & Innovation

Location: Work from Home - any location within the UK.

Salary Range: £20,000-22,000 per annum

About In2scienceUK

Our mission is to support young people from low income backgrounds to achieve their potential and progress to science, technology, engineering and maths (STEM) degrees and careers to become the inventors and pioneers of the future. To date the charity has supported over 2,000 young people from low income backgrounds through an impactful programme involving STEM work placements and skills days. Over the coming years we intend to expand that impact with the launch of new programmes and regional expansion throughout the UK.

Role Summary

We have a fantastic opportunity for a Programme Support Coordinator to join our programmes team as we expand our offer to support more young people than ever before. This role will provide support and assist in the delivery of our summer placement programme, as well as other student programmes. For this role we are looking for someone, without specific prior experience, but who is wanting to support our cause, who is willing to learn, and has good attention to detail. Support and training will be provided for all aspects of the role.

Key Responsibilities

- Support with the management of our online portal, including managing student and host data.
- Provide support and act as a point of contact for student and teacher related enquiries.
- Support on the delivery of online and in person student and volunteer events.
- Provide administrative support to ensure that all students and volunteers have all documentation required to ensure placements can take place.
- Support with the collection and management of programme materials, e.g. student and volunteer case studies and placement and event photos.
**Skills**

**Essential**

- Fantastic people skills, including the ability to handle external communications in a friendly and professional manner.
- The ability to manage and prioritise competing deadlines and workloads across multiple programmes.
- The ability to work independently and with great attention to detail.
- An aptitude and willingness to learn new skills to carry out the role.
- A can-do attitude with the desire to support a small charity make a big difference.
- Knowledge of Microsoft Office or Google Workspace equivalent.

**Non-Essential**

- Prior experience of using CRM, databases or similar software.
- Prior experience of using Excel with basic data analysis and presentation skills.
- Prior experience of handling customer enquiries or a similar role.
- Prior experience of supporting with event planning and delivery.
- Prior knowledge of GDPR and safeguarding.

**Additional Information**

- No formal qualifications or prior training is required for this role.
- The role will be carried out from home for the entire duration of employment, but some travel will be required to support events.
- Typical working hours are 9-5, but you will be required to support some evenings and weekends where necessary. Time of in lieu is provided.
- We are open to flexible working arrangements.
- You will be required to evidence your right to work in the UK and be to DBS Check.

**Application Procedure**

Please send your CV and cover letter to Stephen Hancock at recruitment@in2scienceuk.org demonstrating what attracts you to in2scienceUK and how you meet the competencies on the job description above.

**Closing date: 5pm - Friday 10th of December.** We hope to interview the week commencing the 13th of December.