**Job Description**

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| **Job Title:** | STEM Lead |
| **Job Type:** | Permanent, Part time or Full time considered |

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| **Key responsibilities and accountabilities:** |
| As a team of Leads the following accountabilities and responsibilities:* Accountable and Responsible for delivering Events for the company. Duties will include:
* Co-ordinating the Events
* Running the events
* Evaluating the events
* Managing the budget for the events.
* Accountable and responsible for delivering the Festival. Duties will include:
* Sourcing presenters
* Designing Workshops
* Sourcing Workshops
* assist in developing the programme
* assist in the recruitment of staff for the festival
* the administration & logistics of the festival
* participate in the festival
* evaluation of the festival
* report on the evaluation of the festival
* Accountable and responsible for Bespoke Programme Services.
* Co-ordinate the design of the bespoke programmes whether this is in-house or external
* Produce the new programmes
* Quality assurance of the new programmes
* Organise the administration and logistics for delivering the programmes
* Deliver the programmes where required
* Evaluate the new programmes
* Manage the budget
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