**Job Description**

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

|  |
| --- |
| **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 |