



Expression of Interest for the fixed term contract of:

Role Title: Education Co-ordinator (self-employed status)

Reports to: Education Subgroup committee of Blyth Tall Ship & directly on a day to day basis to Chief Executive Blyth Tall Ship.

Appointed by Committee Interview Panel

Period of Contract: Initially Oct 2017 to July 2018 with the potential for extending in line with the contractors ability to raise further funding.

Contract Purpose Summary

The practical deliver of a sustainable STEM (Science, Technology, Engineering and Maths) hub at the new BEACH (Blyth Education and Community Hub) buildings and facilities on the quayside at Blyth, serving South East Northumberland, by bringing education and industry together in line with our STEM strategy (copies on request) and on the back of existing successful programmes.

Key Responsibilities

Organisational

□ To report to the Education Subgroup committee of Blyth Tall Ship, managing the agenda, regular meetings, proposing a detailed project plans and seeking feedback and sign off.

□ Report directly on a day to day business to Chief Executive Blyth Tall Ship, agreeing budgets, targets and fundraising strategy.

Functional

□ Quickly engage with the education network already developed around the hub and develop wider industry contacts to engage their STEM ambassadors and financial sponsorship.

□ Deliver at least 10 STEM events for school children in the area during the period.

□ Create and deliver a funding strategy to support the initial delivery of the 10 events (some funding is already available) and to enable the project to have a longer term future.

□ Co-ordinate the STEM strategy group and wider advisory members, setting up meetings, writing reports and minutes and delivering an ongoing KPI process around delivery and funding pipeline

Hours and Salary

The role will be part time during this initial development phase requiring an average 2 days a week. If the funding strategy and application that are made by the contractor prove successful there is an intention to extend the contract further in line with the funding available.

The contract is for an initial 100 days over the period at a rate of £150 per day including VAT (a total of £15000 on a self employed basis). It is the responsibility of the individual to ensure they maintain their freelance status and manage their own tax, travel and insurance within the budget.

Personal Profile

Required:

□ Experienced of developing curriculum benchmarked education programmes.

□ Demonstrable fundraising success for education programmes

□ Enthusiastic self starter who inspires others to work with them

□ Hands on teaching experience.

□ Project development and management skills.

□ proven experience at bringing people and resources together to achieve a time bound project.

Expressions of interest with CV and a further letter of no more than 4 sides of A4 (12 pt font) that explains what the contractor brings to the role and how they might proceed in electronic form by midnight Thurs 31st Aug 2017 to Clive Gray (Chief Exec Blyth Tall Ship) clive@blyhtallship.co.uk