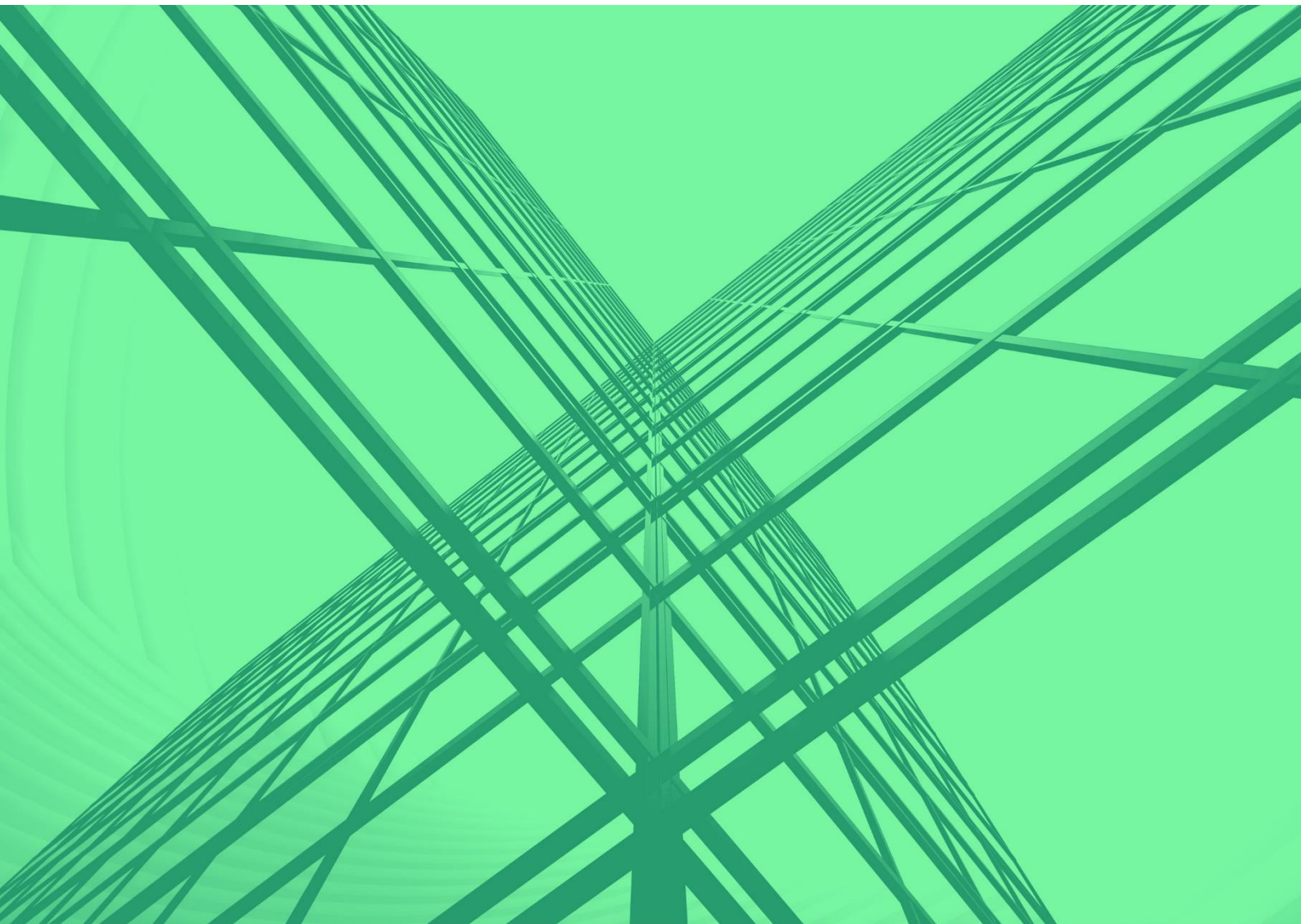


Education Officer

CANDIDATE PACK

Full time

35 hours per week

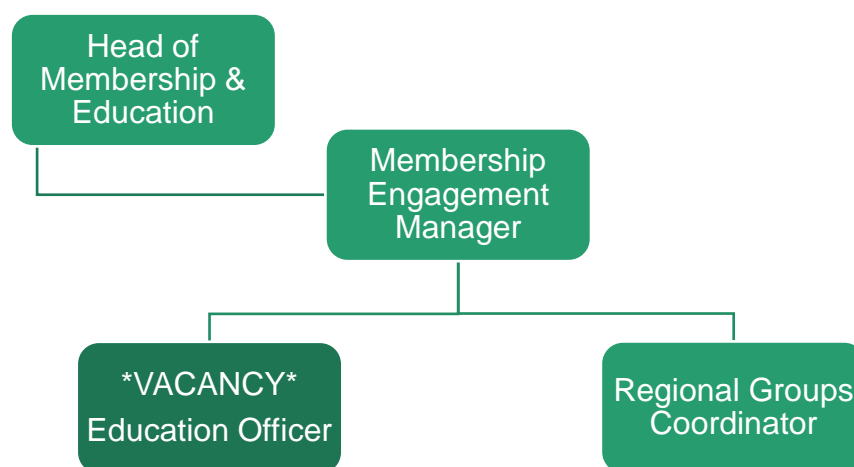


The Membership Engagement Team

Our Membership Engagement team are a small team of 3 that report into the Head of Membership and Education and sit within the wider Membership and Education directorate.

Although the Education Officer post is not a new one for the Institution, it's focus has changed from pure administrative tasks to supporting the newly created Membership Engagement Manager with member engagement, paying particular attention to students and graduates.

With extensive knowledge of the educational landscape, the Education Officer will be the Institution's subject matter expert on all things education; providing valuable insight and contribution towards the department's and Institution's strategy.



Membership of the Institution is for anyone with an interest in structural engineering and we strive to develop an interest in engineering from an early age. We engage with schools, colleges, universities and employers to promote structural engineering and aim to highlight the importance that a structural engineer plays in society.

Over the last year, we have developed strong relationships with our Student Liaison Officers (SLOs) to increase the number of free student members in universities and colleges all around the world. This year we have also introduced free graduate membership for the first year which has increased our graduate members by over 50%.

A key task for the Education Officer, in conjunction with the Membership Engagement Manager, is to maintain these relationships and ultimately increase membership numbers further by promoting collaboration between the Institution and education providers.

To find out more about our membership, please visit our [website](#).

Part of this role will also be to act as secretary to the [Education Committee](#) and [Young Members' Panel](#). The Education Committee help shape our education strategy and how to best supply our members with education resources and training. Our Young Members Panel represents the views of younger members of the profession and develops initiatives for members aged under 35.

You should be proactive and flexible in your approach to work and thinking processes in order to really succeed in this post.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10

Organisational Structure page 11

Job description and person specification

1. Job details

Job title:	Education Officer
Reports to:	Membership Engagement Manager
Date:	January 2020
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To efficiently undertake operational tasks within the Membership and Education Department including the processing of Student applications, assisting with Student to Graduate transfer, supporting Student Liaison Officers, careers support and managing outreach to the wider academic community.

To guide and support the Education Committee and the Young Members' Panel in the delivery of Departmental objectives and Institution strategic goals.

3. Role and responsibilities

1. Act as Secretary to the Education Committee and Young Members' Panel, advising them on the Institution's strategic goals and guiding on topics of discussion. Also, to provide administrative support including the production of agendas, papers, minutes and reports.
2. Work in collaboration with the relevant Committees and Panels to coordinate the production, promotion and delivery of membership Competitions, including but not limited to, the Pai Lin Li Travel Grant, Young Structural Engineers International Design Competition, Excellence in Engineering Education Award and Young Structural Engineering Professional Award.
3. Work with the Membership Engagement Manager to develop stakeholder relationships (e.g. Student Liaison Officers) and promote collaboration between education providers and other institutions.
4. Undertake the processing of Student Membership applications and report against targets. Reviewing processes and proposing adaptations to procedures where appropriate.
5. Oversee the lifecycle of Student Members and work in collaboration with Membership Team colleagues to support the Student to Graduate Member transfer.
6. Work with Institution stakeholders (e.g. Regional Groups) to support and improve Student Membership.

7. Manage the production and distribution of resources for the academic community such as, but not limited to, web content and careers materials.
8. Together with the Membership Engagement Manager and the Events Team, support the production of the Annual Academics' Conference, the annual Young Engineers' Conference and other ceremonies.
9. Engage with related external bodies to represent the Institution's strategic goals, and report back to the Membership and Education Department.

4. General responsibilities

1. Support the Membership Engagement Manager in meeting departmental targets.
2. Develop and maintain in-depth understanding, knowledge and expertise of the educational landscape, and utilise this learning to contribute towards the Institution and departmental strategy.
3. Make suggestions for improving processes, systems etc. which support the efficiency and day to day running of the department.
4. Working collaboratively with the departmental team and wider Institution and participating in meetings and projects.
5. Comply with all Institution Policy and Procedures.
6. Any other reasonable ad hoc duties as required.

5. Communications and working relationships

1. Members of the Institution both existing and potential and members of the Academic Community.
2. Committees and Panels, in particular, the Education Committee and Young Members Panel.
3. Employees and other departments within the Institution.
4. External Bodies e.g. education institutions, STEMNET, JBM (the Joint Board of Moderators*), Engineering Council, Royal Academy of Engineering and companies.
5. Other volunteers (in addition to Institution members) associated with educational activities.

**The Institution of Civil Engineers, the Institution of Structural Engineers, the Chartered Institution of Highways and Transportation, the Institute of Highway Engineers, and the Permanent Way Institution together form the Joint Board of Moderators (JBM)*

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
Qualifications and Knowledge	
A good basic standard of education (ideally educated to Degree level or vocational equivalent)	E (D)
In-depth knowledge and understanding of academic qualifications relating to Further Education/Higher Education sectors	E
Knowledge of the civil/structural engineering discipline	D
Skills	
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent interpersonal skills with the confidence to work with professionally qualified volunteer Chairs/panel members and internal colleagues.	E
Attention to detail, accuracy and ability to check detailed information, able to critique own work and the work of others.	E
Flexible, resourceful and self-motivated with a passion to deliver an excellent level of service to the members and provide membership support. Ability to work in a small team and collaboratively with other departments, committees and members.	E
Appetite to learn, build on knowledge and current experience to further develop an understanding of academic qualifications and routes to membership	E
IT Skills:	
Word and Outlook to advanced standard	E
Excel and PowerPoint to intermediate standard	E
Experience	
Providing support and administration within a member service and/or education department or similar (ideally gained in a membership/professional body, educational establishment or similar)	E (D)
Delivering administrative and secretariat support (ideally gained in a professional membership environment engineering/construction or an examination/awarding body/regulator)	E (D)
Preparing agendas, producing minutes, letters and report writing	E

Criteria	Essential/Desirable
Using CRM systems to ensure effective data maintenance, processing/inputting and ongoing updating of information/applications	E
Acting as a first point of contact providing information and guidance to external existing and potential clients/members and educational establishments ideally regarding professional recognition routes or similar	E
Preparing and delivering presentations	D
Planning, preparing and delivering events/conferences, ideally aimed at students and/or academics	D

Other

The job holder may be required to travel in the UK to deliver presentations to organisations and attend meetings.

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £28,000 - £30,000 per annum subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

From the join date:

- 23 days annual leave per annum plus bank holidays, rising with service
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.

How to apply; the recruitment process

Applicants should submit their up to date CV demonstrating how they meet the knowledge, skills and experience required for the role as depicted in the job description.

All applications should be submitted through [Webrecruit](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The selection process will consist of a job-related assessment followed by a face to face interview with the Membership Engagement Manager and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

A second interview will be with the Head of Membership and Education.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](https://www.istructe.org).

Organisational Structure

