



# Training & Network Engagement Co-ordinator



## Role Description

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**GRADE**  
Grade 4

**LOCATION**  
Craiglockhart Campus,  
Edinburgh

**LINE MANAGER**  
Deputy Director

### Role Summary

Equate Scotland provides support to women in STEM [Science, Technology, Engineering, Environment (Natural and Built), and Maths].

The Equate Scotland Student Network is the only network for women studying science, engineering, technology and built environment at Scotland’s Colleges and Universities. The purpose of the network is to support, develop and champion women students who can often feel in isolation as the only woman, or one of a few women, in a male dominated classroom.

In this role, you will have the opportunity to initiate and build positive relationships with students, student champions and staff across universities and colleges to design/deliver a calendar of online or in person training events and workshops that align to the needs of women students studying STEM. An ambassador for gender equality, you will provide advice and support to universities and colleges to recruit and engage student champions and support student champions to deliver women in STEM events.

This is a great opportunity to make a difference, by building links with employers across relevant sectors to support women students and groups in STEM and help break down barriers that support a positive and inclusive culture change.

### Line Management Responsibility for:

This role does not have any line management responsibilities.



## Main Duties and Responsibilities

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- To play a lead role in the provision of support and training for STEM students across Scotland (in line with the Equate Student Network aims)
- To design, organise and deliver workshops for women students in STEM and employer focused events.
- To develop and coordinate Equate Scotland’s Women Network and to explore other measures which maintain long term STEM relationships with Higher Education (HE) students and staff.
- To build and maintain positive relationships with student champions and staff to support Equate Scotland’s aims, objectives, and ethos.
- Develop and deliver training activities within the themes of Equality, Diversity and Inclusion to encourage the progression and retention of STEM students.
- To support your line manager, and the training team in developing and delivering other training resources and activities, which deliver on Equate’s funding and income generation objectives.
- To collect data from events as well as qualitative and quantitative feedback from students, keep accurate records, ensuring project evolves as per students’ needs and relevant reports are provided as per programme requirements.
- To collate and use Equate Scotland’s current and previous research and collected data to develop training and ensure Equate Scotland’s delivery is responsive to up to date analysis on equality, skills and gender inclusion.
- To work closely with colleagues to provide timely and accurate event planning information, including post event follow up information and assessments.
- To work collaboratively with other team members in Equate Scotland and other initiatives to ensure all organisation activity is focused and to maximise effectiveness of impact.
- Representing Equate at external forum or events when required.
- Lead in the planning and delivery of the biennial Equate conference for STEM employers and women students.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Education / Qualifications</b>		
• HNC in relevant discipline or equivalent/relevant work experience	✓	
• Degree or professional qualification in Science, Engineering, Built	✓	



Environment or Technology or alternate qualifications/experience demonstrating transferrable skills.

### Skills / Experience

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|--|---|---|
| • Proven experience working in a student support (or student mentoring) capacity.  | ✓ |   |
| • Demonstrable experience of network management (preferably within a higher education or education setting)  | ✓ |   |
| • Proven experience of project, service, and event coordination  | ✓ |   |
| • Demonstrable ability to proactively plan and prioritise workload amidst multiple competing priorities  | ✓ |   |
| • Significant experience in designing and delivering training workshops (online and face-to-face) including multi-stakeholder events   | ✓ |   |
| • Demonstrable experience of community engagement and building and maintaining meaningful relationships with clients/service users   | ✓ |   |
| • Demonstrable knowledge and understanding of Equality, Diversity, and Inclusion best practice   | ✓ |   |
| • Commitment and understanding of issues relating to Gender Equality   | ✓ |   |
| • Commitment to working as part of the Equate Team   | ✓ |   |
| • Ability to use online meeting or training platforms (e.g. Teams or Zoom)   | ✓ |   |
| • Knowledge and awareness of the organisational and cultural barriers to women's access to and progression in careers in STEM and intersectional inequality issues for women |   | ✓ |
| • Ability to show initiative and creativity  |   | ✓ |
| • Previous experience delivering ED&I training to employers or industry  |   | ✓ |
| • Ability and willingness to travel and work occasional evenings   |   | ✓ |