

Facilitator for EXTEND Project

Department	Design, Manufacturing and Engineering Management (www.strath.ac.uk/engineering/designmanufactureengineeringmanagement/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	458098
Reports To	Dr David Butler	Grade:	6
Salary Range:	£28756 - £32344	Contract Type:	Fixed Term (Until February 2023)
FTE	1 (35 hours/week)	Closing Date	30/06/2022
Holidays	31 days + 11 statutory days Option to purchase additional holidays	On Site Facilities	Car parking, sports centre, catering
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies		

Job Advert

The Department of Design, Manufacturing and Engineering Management seeks to appoint a Facilitator as part of the team for a project funded through the Low Carbon Challenge Fund (LCCF) delivered in partnership with the European Structural and Investment Funds Programme 2014-2020.

The Supply Chain Development for Lifetime Extension and Reuse (EXTEND) Project is based within the Design, Manufacturing and Engineering Management (DMEM) Department at the University of Strathclyde. The EXTEND project targets three key sectors; aerospace, rail and renewables and addresses the challenges around life extension and repurposing of assets. It focusses on engaging SMEs who traditionally have had some or little involvement in the identified sectors and supporting their journey from opportunity identification to technical capability demonstration. This will be carried out with a focus on reducing the carbon footprint and adopting business models more in alignment with a circular economy approach. The project will support SMEs to be more innovative and engaged in new supply chains while at the same time helping to prepare the companies to respond to new and growing markets. A need also exists to prepare the workforce through training. The project is carried out in partnership with East Ayrshire Council, South Ayrshire Council and South Lanarkshire Council.

The Facilitator will support the team in several areas including progress tracking, reporting, financial management, and engagement activities.

Job Description

Brief Outline of Job:

To independently organise, administer, and provide support to the team, and coordinate the development of related training courses for SMEs and individuals with the project stakeholders.

Main Activities/Responsibilities:

1.	Co-ordinate. Act as main point of contact and to coordinate and track the team's activities and support the management of the available resources to ensure successful delivery on the project's targets using dashboards and project management software.
2.	Finance. Working with the partners to monitor maintain the financial requirements (data collecting, milestone payments and reporting) for the overall project plan. Ensure daily management of the programme overall budget
3.	Reporting. To provide secretariat for and attend internal and external meetings. Support the preparation and co-ordination of reports for partners and funders as required including research, collate, organise and edit material for inclusion in reports.
4.	Communication. To develop and oversee content for on-line platforms including project website and social media accounts. To organise and coordinate project events and workshops ensuring a regular frequency of activities over the project duration. Proactively communicate with all stakeholders.
5.	Administration. To administer the project records to an auditable standard, populate, organise and ensure share folders are up-to-date.
6.	Troubleshooting. General troubleshooting of any problems as and when they arise - in conjunction with the project team and project partners, as necessary. Identify and make recommendations for improvement (e.g. in policies and procedures).
7.	Independence. Plan and co-ordinate own work, normally over weeks and months ahead with an awareness of the activities of other team members to support the EXTEND project.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

D1 A relevant HNC/HND level qualification or appropriate, relevant work experience

Experience

E1 Considerable experience of undertaking administrative tasks and co-ordinating activities

E2 Experience of engaging and working with stakeholders such as SMEs, Public bodies, and academia

D2 Experience in event organisation and promotion

Job Related Skills and Achievements

E3 Strong reporting and presentation skills

E4 Excellent oral and written communication skills

E5 Proven ability to solve problems creatively

E6 Excellent organisational and time management skills

E7 Strong negotiation skills

Personal Attributes

E8 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade

E9 Aware of the importance of maintaining confidentiality, where appropriate

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and

a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr David Butler, Principal Investigator, EXTEND Project d.butler@strath.ac.uk.

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

