



Millman Street Community Centre
50 Millman Street
London
WC1N 3EW

Job Description and Person Specification

HCA STEAM Project Coordinator

We are looking for an enthusiastic and dynamic individual to help bring STEAM to life for local children. HCA are excited to be developing a new creative STEAM outreach programme on two local estates. The STEAM Project Coordinator role will lead on the development and delivery of our new Street Engineers project, as well as our Food Scientists events, both aimed at disadvantaged children aged 7-12 in two local estates (Bourne Estate and Tybalds Estate) in Holborn, London.

With a focus on engaging local engineers as volunteers to support disadvantaged children to get involved with applied science and engineering, Street Engineers will encourage children to look at issues in their area, and develop their own innovative, creative solutions.

Similarly the Food Scientists programme will support children to find the science on their plates through a programme of hands-on, creative and food focused STEM events.

We are looking for a confident project leader, with experience of project management, volunteer coordination, community outreach and hands on project delivery. You will be enthusiastic and knowledgeable about STEAM subjects, and be able to translate this into engaging co-produced projects for children and young people.

We are particularly keen to hear from candidates from groups that are traditionally underrepresented in STEAM, including people from BAME backgrounds and those who are female identifying.

About us

Holborn Community Association has been at the heart of our area for the last 30 years. Across 3 centres and other sites we deliver a range of arts, sports, learning and care activities for everyone from 0-99. All of our work is about making our community stronger – and doing it in a way that is fun, warm, welcoming and open to everyone. We are also in the midst of a significant redevelopment of one of our centres (Bedford House) which will increase our capacity and improve our offer for the community.

Application process

Please apply with your CV and a covering letter, outlining your suitability for the role against the job description and personal specification.

Closing date for applications: 9am Monday 6th July 2020

Applications to be submitted to 1aarts@holborncommunity.co.uk

Interviews will be held on: Thursday 16th & Friday 17th July 2020

If you have any further questions or want to discuss the role please contact hazel.east@holborncommunity.co.uk

Job Description

HCA STEAM project coordinator

- 1 year (with possibility of continued employment post contract)
- Part time 17.5 hours per week (to include some evening/weekend working)
- NJC Salary Scale 28 (£15,256 inc ILWA)
- Annual Leave entitlement: 25 days plus Bank Holidays (pro rata)

Reporting to: Community Arts Manager

Location: 1A Arts, Holborn (plus local estates)

Purpose of role

To lead on development and delivery of Street Engineers and Food Scientists STEAM projects for children and young people.

Key Areas of responsibility

Project delivery

1. Facilitate weekly STEAM projects during term time on two local estates, in conjunction with a team of engineering, and wider STEM experienced, volunteers.
2. Establish and maintain positive working relationships with children, including undertaking proactive outreach to recruit participants.
3. Advertise for and recruit a team of volunteers specialising in both engineering and food science to co-deliver the projects.
4. Support children to engage with STEM, and engineering in particular, to gain a more positive image of STEM careers.
5. Be proactive in encouraging responsible behaviour and promoting an inclusive environment, identifying and supporting individuals who require additional help to engage.
6. Manage project resources including maintenance of equipment.

Outreach and Communication

1. Be proactive in developing positive relationships with children, carers, volunteers, sessional staff, and other staff.
2. Maintain effective communication at all times, ensuring that all relevant information is shared appropriately with children, carers, volunteers and staff.
3. Maintain professional working relationships with all associated partners.
4. Provide regular feedback to HCA Arts Manager.
5. Act at all times in the best interest of the organisation to further good public and community relations.

Monitoring and Evaluation

1. Work with the Arts Manager to agree the workshop and evaluation framework.
2. Support participants to assess their own needs and progress throughout the project, and develop personal goals.
3. Document participants work throughout projects as evidence of learning.
4. Work with the Arts Manager to evaluate projects and support reporting to funders.

Health and Safety

1. Ensure health and safety standards are maintained at all times.
2. Be aware of the risks involved in all aspects of delivering activities for children and ensure that any identified risks are minimalised.
3. Advise the Health and Safety Representative of potential risk areas.
4. Be responsible for the health, safety and wellbeing of children in your care.
5. Ensure a thorough understanding and application of the HCA Child Protection policy. Report any concerns about children in your care to HCA safeguarding lead.
7. In line with relevant HCA policy, accurately record any accidents that occur.



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Person Specification

HCA STEAM Projects Coordinator

Skills and Experience

- Substantial previous experience of working in a participatory role with children and young people
- Experience of volunteer recruitment and management
- Experience of monitoring and evaluating projects
- Experience of delivering estates based outreach and engagement projects
- Experience of STEM focused project delivery
- Experience of working within a small organisation or company
- Understanding of potential barriers to children accessing STEM careers
- Excellent interpersonal skills with ability to relate to people from across the community
- Ability to develop and use budgeting, reporting and planning tools
- Problem solving aptitude
- Highly organised, self motivated and supportive team player

Personal attributes

- Passion for & commitment to HCA's vision, values and mission
- Excellent communication skills, both verbally and written
- Personal integrity and credibility, good judgement
- Positive, people focused attitude
- Energetic, flexible, willingness to work outside of 'normal' office hours