Schools Liaison Officer

Primary Focus:

Schools Liaison Officers (SLOs) work with schools and young people to promote better understanding of the role of the engineer and the contribution engineering makes to society. They encourage enthusiasm and understanding of science, technology, engineering and maths (STEM) subjects in young people, and raise awareness of careers in, and from STEM. SLOs encourage interested young people to study engineering and technology-related courses, with the potential of taking up a career in the profession.

Main duties and responsibilities:

Requirements in Local Networks (LNs) vary, but typically SLOs work closely with the local STEM Ambassador programme contract holder, local agencies and academic and business partners to develop and deliver a local programme of activities which promote STEM subjects to schools children.

SLOs also act as the main point of contact between the IET, Local Network members and local STEM providers, ensuring a good flow of information between members, IET staff and local agencies.

SLOs could be expected to:

- support schools activities including careers talks, after school clubs and science fairs;
- endorse applications to the Engineering Education Grant Scheme from local STEM providers, and work closely with various organisations to ensure the best use of IET funding and resources to enhance local STEM activities;
- share information about LN Education activities and best practice with IET staff for dissemination amongst the SLO network, and for use in planning support for future activities and projects;
- Work with IET staff, LN committee members and younger member boards to identify IET members interested in working to support Local Network schools activity.

Appointment method:

Schools Liaison Officers are appointed by the Local Network committee, in consultation with the Education 5-19 department.

Period of appointment:

The period of appointment is determined by the Local Network committee. Many SLOs retain the role for several years; however some LNs have succession planning strategies in place.
Training:

- Schools Liaison Officers must register with the STEM Ambassador programme ([www.stemnet.org](http://www.stemnet.org)). The local STEMNET contract holder will organise enhanced Criminal Records Bureau disclosure and induction training and support;
- Induction session;
- SLO conference;
- It is advisable for Schools Liaison Officers to be aware of, or become aware of, STEM curricula and local STEM activities and activity providers.

Point of contact:

The regular contact for this role will be the Education Manager - Regional Liaison (Education 5-19).

Communications:

When undertaking this role you can expect to receive:
- Monthly emails from your point of contact;
- Ad-hoc requests from schools, staff in the Education 5 – 19 department and education organisations, up to 10 per week in busy periods, much less in quieter periods;
- Volunteer Update newsletter.

Resources:

The following resources are available to support this role:
- SLO Engineering Communities area for discussions and knowledge sharing;
- Marketing Toolkit for ordering resources;
- Dedicated IET staff member for support and assistance.
- [Volunteering Handbook](http://www志愿组织的网站)
- [Volunteer Gateway](http://www志愿组织的网站)

Policies and procedures:

This role is supported by the following policies and procedures:

- [Bullying and harassment policy](http://www政策网站)
- [Business cards policy](http://www政策网站)
- [Code of conduct for volunteers](http://www政策网站)
- [Data Protection policy and guidelines](http://www政策网站)
- [Equality and Diversity policy](http://www政策网站)
- [Expenses policy](http://www政策网站)
- [Information Security guidelines](http://www政策网站)
- [Managing disagreements guidelines](http://www政策网站)
- [Safeguarding children and vulnerable adults policy and guidelines](http://www政策网站)
- It is useful to be aware of the IET’s Communities operating procedures

Dress code:

When representing the IET at schools events please ensure that you dress accordingly. The general guidance for dress code is: smart/casual. Casual attire is acceptable for informal settings, such as assisting with hands on activities or manning a stand at an exhibition. However, smarter attire is more appropriate when giving presentations or attending formal meetings.

Please avoid wearing: tracksuit bottoms; soiled clothing; any items of clothing that could be seen as culturally insensitive or politically controversial.
Person specification:

Schools Liaison Officers should have an active interest in the development of young people of all ages and abilities and be able to work effectively in partnership with a wide range of representative from the education community.

Although it is preferable for Schools Liaison Officers to be members of The IET, this is not a requirement, although they should be members of a suitable professional organisation.

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