The information provided in this Job Description is given to ensure that the post holder has the best opportunity of understanding what is required to be effective in the post. It is not intended to be prescriptive in every detail and it is expected that the post holder will be as positive and flexible as possible in using this as a framework.

### Job Description

Job Title: Education & Careers Coordinator

Accountability To: Operations Director

Location: London

Status: Full time permanent

#### The Position

This role provides direct coordination and support to all the Institute’s activities relating to education and careers. In particular:

**Coordinating education and careers activities**

* (Under supervision from the Ops Director) Manages the functional support to the Education & Careers Chair and Vice Chair including monitoring and reporting on activities and performance in this area
* Provides support for the delivery of the annual Education & Careers Forum (event registration and admin with Membership & Events Coordinator)
* With strategic direction from the Education & Careers Chair and Vice Chair, establishes and manages the institute's range of education and careers related activities – in particular, resulting from the Forum events
* Develops relationships with the Institute’s university liaison officers and main contacts to promote relevant IFST activities

**Awards and competitions**

* Coordinates the promotion of the Institute’s range of competitions and awards, liaising with the Communications Coordinator as required
* Acts as the main point of contact and administrator for IFST’s involvement in the Ecotrophelia UK competition
* Coordinates and administers the judging processes relating to the Institute’s awards and competitions

**Student and Early Careers Groups**

* Provides support and coordinates the activities of the Institute’s Student Group and New Professionals Group.

## Other responsibilities

* Maintains and updates procedures relevant to the functions and responsibilities of the role.
* Contributes to the main shared team activities within the office
* Other defined administrative responsibilities
* Participates in development projects and other activities as required

**Person Specification – Education & Careers Coordinator**

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| Criteria | Essential | Desirable | How Assessed? |
| 1. Skills | Computer literate including experience with Microsoft Office  Confident, polite telephone manner  Good spoken communication skills  Office administration skills  Good attention to detail, prioritisation and planning |  | Application form  Cover letter/email  Interview  Test |
| 1. Knowledge | Education systems, schemes  Apprenticeships and other training programmes | Appreciation of the importance of STEM and food science in particular to the UK | Interview |
| 1. Qualifications/training | 2 A levels or equivalent or above | Degree or equivalent | Application form |
| 1. Experience | A broad understanding of the education and academic arenas in UK | Working in a role in, or supporting, education and/or academia related to food sector  Administering awards and competitions | Application form  Interview |
| 1. Other | Willingness to undertake shared team activities  Flexibility and willingness to undertake a variety of tasks |  | Interview |