

Skill Supply Ltd.: Workshop Facilitator

Job Description

This role is for a workshop facilitator to work alongside our facilitators delivering our STEM workshops. Our workshops develop skills such as team-working, communication and resilience whilst doing fun active STEM activities. We are looking for someone who can work on an ad-hoc, zero hours contract basis, supporting us with our full day workshops

Job summary: Assist with set-up, delivery and pack-up of STEM workshops and events. Options to work in the primary, secondary, university or business sector or a combination of the above.

Line manager: Company Director / Facilitator

Responsible for: ensuring workshops are running smoothly and helping participants to access the activities as and when required. Assist lead facilitator with all aspects of the workshop being delivered.

Working relationships: Children or adults attending the workshop. Teachers, lecturers, parents or managers of staff/adults. Management and staff, within Skill Supply, including students. School staff and registering authorities.

Main duties include:

- Assist with preparing and delivering quality workshops within schools, colleges, universities, businesses and/or other institutions.
- Ensure that all participants at any age are cared for and can actively participate in the workshop where possible.
- Setting up the workshops, laying out materials, including moving furniture and equipment.
- Administering first aid when necessary or referring to a responsible adult.
- Helping with workshop administration, where necessary.
- Encouraging teacher, parent, manager involvement in the workshop or its outcomes where possible.
- Facilitating good communication with all members of the organisation, parents, schools and businesses.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of Skill Supply Ltd.'s policies and procedures.
- Willingness to develop and learn how to run workshops to potentially become a Lead Facilitator for Skill Supply Ltd.

Person specification

Essential qualities

- Experience of working with 4 to 18-year olds in a STEM environment and / or experience of working with adults
- Enhanced DBS check (or willingness to undertake one)
- Good references and full work history
- Understanding the varied needs of children and adults
- Understanding the issues involved in the delivery of quality STEM workshops
- Understanding the issues of equal opportunities
- Provide and facilitate safe, creative, active learning
- Good communication skills
- Ability to work on own initiative
- Able to work as part of a team
- Driving Licence and access to transport

Desirable Qualities

- PGCE/ equivalent teaching qualification / TA qualifications /other training or coaching qualifications
- Sound judgement and common sense
- Enough understanding of STEM subjects and ability to learn more
- Experience of working within a school setting
- Willingness to develop own ideas and to lead workshops in the future
- Experience of administration
- Competent in using IT to support administration
- Appropriate child protection training
- Current First Aid Certificate

What we can offer you

- Flexible ad-hoc work
- £11+ an hour dependent on experience
- Become part of a successful, growing family-run company
- Full (paid) training and CPD
- Rewarding work with a range of age groups
- Develop your skills in technology and education
- Potential to advance within the company and lead your own workshops if desired