

**UTC/STEM EVENTS AND PROJECTS MANAGER**  
**TERMS OF REFERENCE**

<b>Post Title</b>	UTC Events and Projects Manager
<b>JPA Number</b>	2004960
<b>Rank/Grade</b>	OF3
<b>Location</b>	Various

**ROLE AND RESPONSIBILITIES**

Design and deliver the RN/RM participation in the UK's National 'World Skills' event.
Design and deliver the RN/RM participation in the Big Bang UK event
Manage the Subs in Schools project in conjunction with the chosen civilian delivery organisation,
Draft routine reports and returns as requested by the UTC Team Leader.
Provide direction, advice and assistance to Command on high-profile events as required.

**PREAMBLE**

1. ACNS provides the NCHQ lead for the governance of RN Engagement. The 2\* HQ provides direction and guidance to the 1\* NRC Command for management of RN Engagement requirements and in year/ABC forecast of funds and resources.

2. This governance extends to include the RN's engagement within the Science, Technology, Engineering and Maths (STEM) arena, the RN's engagement with the University Technical College (UTC) programme<sup>1</sup> and the delivery of bespoke supporting STEM events/competitions such as the Royal Navy Engineering Challenge (RNEC).

a. STEM Engagement is a key element of the RN's wider outreach activities and is facilitated by volunteer STEM ambassadors. STEM activity is coordinated by the UTC Team which draws on a dedicated STEM budget within the wider ACNS 2\* financial allocation. STEM activity is governed by the Defence STEM Youth Engagement Strategy<sup>2</sup> (overseen by the 3\* Defence Engineering Champion).

b. The RN is an Employer Partner of the UTC programme, which comprises 49 state-funded colleges across England and is a founder Member of UTC Portsmouth. The RN is formally affiliated with 11 engineering UTCs<sup>3</sup> within the programme and 2SL is a member of the Advisory Board to the Baker Dearing Educational Trust, the umbrella organisation for UTCs. As part of this commitment, the UTC Team supports affiliated UTCs by conducting engineering and personal development instruction at the colleges and organising residential vents/visits.

<sup>1</sup> UTCs are established by employers seeking to fill skills gaps in their local areas. They are publicly funded academies with an age range of 14-19, with a longer school day to cover the Science, Technology Engineering and Maths (STEM) related GCSEs as well as technical qualifications.

<sup>2</sup> Defence Science, Technology, Engineering and Mathematics (STEM) Strategy Issue 1.0 Jul 16.

<sup>3</sup> Aston University Engineering Academy (Engineering); Bristol Technology and Engineering Academy (Cyber); Derby Manufacturing UTC (Nuclear); Energy Coast UTC (Nuclear); Greater Peterborough UTC (Engineering); UTC Reading (Cyber); Scarborough UTC (Cyber); South Devon UTC (Engineering); South Wiltshire UTC (Manufacturing and Engineering); UTC Plymouth (Marine Engineering); UTC Portsmouth (Engineering).

3. The UTC/STEM Events and Projects Manager role is an FTRS(LC) position which can be based in throughout the UK working as part of the Royal Navy's University Technical College Team, which lodges in HMS NELSON.

## **PURPOSES**

4. **Primary Purpose:** To act as the UTC/STEM Lead and Project Manager for nominated projects and events; including, World Skills (annual in Q4) and Big Bang UK (annual Q1) and Subs in Schools (annual in Scotland).

5. **Secondary Purposes:** Discrete project management tasks as agreed with the UTC/STEM Team Leader.

## **ACCOUNTABILITY**

6. The Events and Projects Manager is directly accountable to the RN UTC/STEM Team Leader.

## **AUTHORITY**

7. Events and Projects Manager is authorised to:

- a. Liaise with Service and Civilian authorities as necessary on all matters in pursuance of his/her purposes.
- b. Sign letters send e-mails and publish memoranda on behalf of the RN UTC/STEM Team Leader on non-policy matters concerning his/her purposes.
- c. Deputise for the RN UTC/STEM Team Leader as tasked.

## **ORGANISATION**

### **COMMITTEES AND WORKING GROUPS**

8. Act as:
- a. RN member of the Subs in Schools Steering Group.
  - b. Secretary of the RN/RM World Skills Steering Group.
  - c. Secretary of the RN/RM Big Bang UK Steering Group.

### **KEY STAKEHOLDER RELATIONSHIPS**

9. The success of this post will be largely predicated on the engagement with key internal and external stakeholders. These are likely to include but are not be limited to:
- a. ACNS, Navy Media and Comms.
  - b. CNR, NBCs and RN establishments.
  - c. Education Authorities, schools, colleges, academy trusts and other educational organisations.
  - d. STEM Learning and other associated bodies engaged in STEM activities.
  - e. Industry.

### **COMPETENCES**

10. The post holder is to be:

Rank: Lt Cdr RN (OF3).

Branch: Engineering.

Experience: The Events and Projects Manager should have strong project management skills and, ideally, relevant experience in large-scale events management. Knowledge of civilian sponsorship and contracting arrangements is also highly desirable as the role has a strong commercial focus.

11. The post holder requires the following competencies:

MODNET Training;

Defence Information Management Passport;

Protecting Information Level 1;

JOLC(2) – desirable;

ICSC(M) – desirable.

### **1 RO AND 2RO DETAILS**

12. UTC/STEM Team Leader is 1RO.

13. Capt CY&STEM is 2RO.

**Signature of Job Holder**

**Signature of LM/Authorising Officer**

**Date:**

**Date:**