



SENIOR EXECUTIVE- SCIENCE/ENGINEERING/TECHNOLOGY NEW ENGINEERING FOUNDATION

LOCATION: LONDON (SW15) WITH NATIONWIDE TRAVEL **START DATE:** IMMEDIATE
REMUNERATION: UP TO 36K **JOB REFERENCE:** NEFSE101
FULL TIME, ONE YEAR INITIAL CONTRACT, RENEWABLE

The New Engineering Foundation is an independent charitable organisation that supports the development of skills in Science, Engineering and Technology and is seeking to recruit a Senior Executive to help take their vital work to the next stage.

This is an exciting opportunity to be involved in a rewarding and dynamic environment that influences policy and makes a difference to the world of science, engineering and technology in Further Education.

The appropriate candidate will possess an extensive knowledge and strong understanding of the following:

- Skills issues/challenges and industry needs (in terms of shortages) in science, engineering and technology
- Further and Higher Education
- Knowledge and Technology Transfer (KTT)
- UK Educational Policies

Reporting to a member of the senior management team, the NEF Senior Executive will be expected to:

- Manage specific projects where key expertise is required
- Participate in the delivery of NEF's key programmes
- Support NEF's programme of research
- Promote NEF's work and its portfolio of initiatives

- Represent NEF and its mission at key stakeholder and client meetings
- Undertake business development activities, as required
- Engage in other relevant NEF activities as required by the Chief Executive and his senior management team

Further skills and experience required of the NEF Executive are as follows.

- A first degree qualification with appropriate postgraduate qualification(s) and relevant experience
- A background in science and/or engineering
- Significant experience of planning and delivering training and development programmes, workshops and seminars
- Experience of writing successful bids and proposals
- Ability to network and market products to appropriate audiences
- Measurable experience of successfully setting up and running projects
- Excellent communication skills (both oral and written)
- Experience of conducting desk research
- Strong interpersonal skills, including the ability to work effectively within a team
- Initiative and ability to self-manage
- A willingness to travel nationwide (occasional overnight stay required)

*** ALL APPLICANTS MUST CURRENTLY POSSESS THE RIGHT TO WORK IN THE UK.**

To apply, please refer to the further particulars found in the resources section at www.neweng.org.uk/jobs and complete the application form, returning this along with your CV and a covering letter to admin@neweng.org.uk before the closing date of 21 Feb.