

## Volunteer Role Description

**Programme Area:** Post-primary

**Role:** Careers Fair volunteer

**About STEPS, Engineers Ireland:**

The STEPS programme encourages primary and post-primary students to explore the world of science, technology, engineering and mathematics while also promoting engineering as a career choice. All STEPS post-primary activity is referred to as Smart Futures activity.

**About Smart Futures:**

Smart Futures is a collaborative government – industry - education programme promoting STEM careers to post primary students in Ireland. It is managed and delivered by Science Foundation Ireland in partnership with the Engineers Ireland STEPS programme. All STEPS post-primary activity is part of the national Smart Futures Programme.

**What's Involved:**

STEPS are invited to a number of career events around the country during the school year and need volunteers to help out on the stands. Volunteers will talk to students directly.

**Key responsibilities:**

- Select a career event by logging on to the SmartSTEPS portal
- Liaise with a member of the STEPS team to discuss the brief for the career fair
- Chat to students, teachers and parents directly about the daily life and work of an engineer, and direct them to STEPS and Smart Futures resources for further info
- Encourage students to take an interest in the area of engineering
- Complete an evaluation survey after the career fair has taken place

**Time Commitment:**

Time varies from two to six hours per career fair. All volunteers are expected to volunteer with the STEPS programme at least twice per year. Opportunities will be available during the school term months of September to June.

**Location**

Career fairs take place in post-primary schools, hotels and venues nationwide. We encourage volunteers to volunteer at a career fair that is convenient to your place of work or home (as specified in your application)

**Person specification:**

The successful individual will:

- Have professional engineering experience or possess/study a qualification in engineering
- Have an interest in raising awareness of engineering in your community
- Have an ability to motivate students 12 – 18 year olds
- Have an ability to use understandable language when engaging students
- Have a desire to be a positive role model
- Be confident, personable, enthusiastic, professional, responsible and patient
- Have good oral communication skills
- Be able to work on own initiative but also as part of a team
- Be able to arrange transport to and from the careers fair
- Adhere to volunteer policy, volunteer agreement and child protection policy

**Training:**

A number of volunteer training videos on how to communicate effectively in during are available for volunteers to view as part of their induction training.

Volunteer workshops are available for new and existing volunteers in various locations around the country. The workshops are an opportunity for new and existing volunteers to find out more about the STEPS volunteer programme, meet your peers, and share communication tips.

**Supervision:**

- The STEPS Team Leader and STEPS Administrator will be the direct supervisor for this roles
- The volunteer will receive ongoing support from the supervisors

**Support:**

- Insurance cover
- Support will be available at all times from STEPS staff members
- STEPS will maintain regular contact with volunteers through email, phone and occasional face to face communication
- Occasional regional volunteer workshops
- A buddy system is available for new volunteers in certain areas

**Screening details for this role:**

- Application form
- Reference Checks
- Phone Interview
- Garda Vetting (If volunteer more than eight times per annum)

**Age restrictions**

Over 18

**Benefits**

- Develop communication skills
- Gain CPD credits. Engineers can gain 0.5 or 1.0 days in CPD credits per careers fair
- Grow awareness of engineering in your community
- Inspire the next generation of engineers

*Application does not guarantee acceptance*