

## Volunteer Role Description

**Programme Area:** Events volunteers

**Role:** Engineers Week assistant 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.

**About Smart Futures:**

Smart Futures is a collaborative government-industry education programme promoting science, technology, engineering and maths (STEM) careers to post-primary students in Ireland. It is managed by Science Foundation Ireland in partnership with the Engineers Ireland's STEPS programme.

**About Engineers Week:**

Engineers Week is a week-long programme of nationwide events with the aim of celebrating the world of engineering in Ireland. The week aims to create a positive awareness and spark enthusiasm about the engineering profession to people of all ages, especially students and their teachers and parents. Engineers Week is coordinated by the STEPS team at Engineers Ireland.

**What's involved:**

Engineers Week 2017 will run in March 2017. The STEPS team organise a number of events and talks throughout the week and volunteers are required to join our team to make a valuable contribution to the nationwide campaign. Volunteers will be dealing with teachers and students.

**Key roles include:**

- Library talks
- Role model in schools

**Time Commitment:**

Once off

Opportunities will be available during Engineers Week

**Location:**

Events take place nationwide.

# EngineersWeek

## **Person specification:**

The successful individual will:

- Have professional engineering experience or possess/study a qualification in engineering or work in an engineering company or an organisation that promotes STEM
- Have an interest in raising awareness of engineering in your community
- Have an ability to work with and motivate children 8 – 18 year olds
- 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 event
- Adhere to volunteer policy, volunteer agreement and child protection policy

## **Training:**

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

An Engineer Week volunteer workshop will take place in Dublin & Cork during January 2017 for new and existing volunteers. This volunteer information workshop & networking session will focus specifically on Engineers Week. A separate workshop will be held for Engineers Week event organisers.

## **Supervision:**

- The STEPS Coordinator & STEPS Acting Team Leader will be the direct supervisors for this role
- The volunteer will receive ongoing support from the supervisors

## **Support:**

- Insurance cover
- Support will be available from STEPS staff members
- STEPS will maintain regular contact with volunteers through email, phone and occasional face to face communication

## **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
- Opportunity to get involved in a fun event
- Gain CPD credits
- Gain experience in the event management field

*Application does not guarantee acceptance*