

STEM In – Roles and Responsibilities

Role	Primary Focus	Core Responsibilities	Interaction with Schools
STEM Events Coordinator	Overall planning, coordination, and visitor management	Oversees event delivery Manages logistics Liaises with internal departments Ensures coherence, safety, and a welcoming environment	Acts as main contact for visiting schools Aligns expectations Coordinates schedules and requirements
Faculty, Technical Staff, Alumni and Students	Academic delivery and authentic STEM engagement	Deliver presentations, demonstrations, and workshops Provide diverse perspectives on STEM pathways and campus life	Engage directly with students through teaching moments, Q&A, and hands-on activities-on activities
Front-of-House and Welcome Team	First impressions and visitor orientation	Manage check-in; distribute materials-in; distribute materials Direct visitors to starting points	Provide reassurance, clarity, and a smooth arrival experience
Wayfinding and Campus Guides	Navigation and movement across campus	Guide visitors between buildings and outdoor areas Maintain timing and flow	Ensure groups stay on schedule and reach all planned sessions
Laboratory and Workshop Stewards	Safety and operational support in specialised spaces	Monitor safety protocols Manage room capacity Assist technical staff during demos and hands-on tasks-on tasks	Support safe participation during lab based or workshop activities-based or workshop activities
Accessibility and Inclusion Support	Inclusive access and visitor wellbeing	Provide alternative routes, sensory friendly maps, quiet spaces, and one-to-one assistance-friendly maps, quiet spaces, and one-to-one assistance	Ensure all students, including neurodivergent visitors, can fully participate
Logistics and Operations Assistants	Smooth event flow and technical readiness	Manage room turnover, equipment setup, signage, and coordination with campus services	Support teachers and school groups by maintaining an organised environment
Engagement and Outreach Officers	Clear communication of pathways and opportunities	Provide information on admissions, supports, scholarships, and progression routes	Offer guidance to students and families on next steps and future engagement