



Job Specification

Education Officer

Contract:	Permanent
Reports to:	Chief Executive
Salary:	32k – 35k pa (depending on experience)
Hours:	9:15am – 5:30pm
Holidays:	23 days per annum

About FISITA

The International Federation of Automotive Engineering Societies (FISITA) is the non-profit world body linking the professional automotive engineering societies around the world. Our member societies in 37 countries represent over 160,000 automotive engineers. FISITA's corporate members include 58 of the world's leading vehicle manufacturers, suppliers, technology and energy companies.

FISITA's mission is to share knowledge among the world's automotive engineers and contribute to the development of automotive technology world-wide. By helping engineers from different nations to work together, we help to move the automotive industry and the engineering profession closer to our shared goal of safe, sustainable, efficient and affordable mobility for everyone.

Our activities include the biennial World Automotive Congress and the annual FISITA World Automotive Summit, along with numerous technical meetings, publications, networking services and programmes for students and young engineers.

Job Summary

You will work with FISITA's Education Committee & member societies to develop, manage and market programmes which support students and young engineers and prepare them for careers in the global automotive sector.

Key Responsibilities

- Help identify, plan and execute new initiatives for engineering students and educators including events, publications and on-line.
- Develop attractive & informative content for FISITA's dedicated student and young engineer web site. This includes maintaining and developing FISITA's information resources for students, including the Global University Guide, Job and Internship database and social networking pages and feeds.
- Organise annual Educators Seminar including topic generation; identifying and inviting appropriate speakers; publicise, market and write post event report.
- Facilitate cooperation between FISITA member societies in education programmes and activities.
- Manage student research project competition taking place during FISITA World Automotive Congress.
- Work with World Congress host society to organise and promote biennial Student Congress and FISITA Travelling Fellowship programme to maximise global participation.
- Develop and disseminate information which promotes automotive engineering as a career choice by providing advice and positive case studies, in printed material and on-line.

- Lead the successful administration and development of FISITA's financial support mechanisms for students, including the FISITA Student Travel Bursary Programme.
- Prepare and implement promotion and communication plans for all projects.
- Provide secretariat support to FISITA's Education Committee including provision of agendas, minutes and other supporting documents.
- Support the Education Committee Chairman in motivating and guiding the volunteers involved in FISITA's education business.
- Coordinate FISITA's links with external partners in the education sector.
- Carry out specific duties and projects as directed from time to time.

Employee Specification

Essential

- Degree (any discipline).
- Relevant professional experience of marketing and events management.
- Experience in the development, promotion and delivery of student programmes in the Higher Education (University) sector.
- Broad knowledge of the issues surrounding engineering education, preferably within the automotive sector.
- Excellent interpersonal and influencing skills including experience in providing direct support to board members / Chairman / senior management.
- Excellent communication skills; written and verbal, including experience in online copywriting for creative marketing and social media environments.
- Experience in sourcing and planning online content to maximise stakeholder engagement.
- Excellent working knowledge of Twitter, LinkedIn, Facebook and other social media platforms and measurement tools.
- Sound IT skills, including working knowledge of Microsoft office applications and experience of web content management systems.
- Exceptional organisational and project management skills with proven ability to cope with competing demands and to prioritise tasks.
- Customer-focused.
- Proactive, self-motivated team player.
- Willingness to travel internationally.

Desirable

- Marketing qualification.
- Experience of working in the not-for-profit sector, preferably a technical association or learned society.
- Direct experience of / involvement in volunteer student activities while at university.
- Knowledge of automotive technology and the global automotive industry.
- Ability to speak a foreign language.