Role Profile: Engineering Early Careers Manager (Full or Part time)

A bit about us…

Amiosec is an exciting and growing UK technology company with innovation, agility, and state of the art technology at its core. We work in partnerships with UK government customers and commercial providers to deliver research, technology, products, solutions, and services in the communications security sector.

We are making significant investments to grow our engineering team. A core part of our strategy is focusing on growing our next generation of technical experts through our graduate and apprenticeship programmes along with STEM outreach initiatives, such as NCSC's CyberFirst programme. We aim to further engage with key University's to build a pipeline of talent with our Graduate and Apprenticeship programmes whilst expanding our STEM participation to include a wider range of events. The Engineering Early Careers Manager will lead the development and implementation of Amiosec's early careers strategy and act as our STEM ambassador.

A significant part of the role is to engage with a variety of stakeholders in the business, to design and deliver our early career programmes. This includes working with business leaders, recruitment, and HR teams to ensure Amiosec implements early career programmes that are inclusive and meet the future needs of the business. This is a vital role for our organisation to support our continued growth and will be instrumental in helping us deliver successful outcomes to our customers.

What We Are Looking For

We are looking for someone, ideally from an engineering background or with some related technical experience, to lead our graduate and apprenticeship programmes from an engineering perspective and dedicate a proportion of their time to being our STEM ambassador.

We are looking for someone who is energetic and full of creative ideas for how we can:

- provide pre-employment opportunities for children in secondary education (12-18) through to university students
- recruit new and recent graduates / apprentices
- streamline the onboarding process for our early career candidates
- improve our early career programmes, to fulfil the individual needs and those of the company
- champion diversity within our engineering organisation

A large part of this role is to nurture relationships both externally – with Universities and NCSC's CyberFirst programme – and internally – with our HR and Engineering teams. These relationships will help you to organise fun and engaging events such as recruitment campaigns and STEM events that will allow you to interact with budding engineers, placement students and recent graduates to shape their future!

The ideal candidate will have experience working within Early Careers in an engineering environment, management of graduates and/or apprentices and have experience in designing and implementing learning programmes. The ideal candidate will also have experience of project management. Knowledge of cyber or a safety regulated industry would be advantageous.

This position can be either **full or part time**, for part time roles we are open to considering hours that work for you.

NOTE:-Due to the nature of our work, you will need to obtain and maintain an appropriate UK security clearance.

Typical Activities

Subject Area	Activities
STEM Outreach	• Lead and coordinate STEM outreach on behalf of Amiosec • Design and run workshops, with support of the engineering team and wider business
University Relations	• Become the primary point of contact with key universities • Take the lead for organising our presence at career fairs • Generate, advertise, and recruit for undergraduate projects, summer placements and sponsorship opportunities
Early Careers	• Lead the development and implementation of the Early Careers programmes • Understand and maximise synergies between early career programmes • Lead recruitment events, advertise opportunities, arrange interviews, ensure an effective hiring process • Ensure early careers programmes run smoothly, working with the engineering community to provide fulfilling rotations for the members of the programmes • Organise events such as career fairs, assessment centres and social events • Continually seek feedback and improve the early careers programmes
Graduate Programme	• Become the primary point of contact for graduate engineers, providing coaching and mentoring support, with the ability to act as a line manager if required
Apprenticeship Programme	• Develop the apprenticeship programme to suit the needs of the businesses – this is a new programme for Amiosec and will require development • Become the primary point of contact for apprentices, providing coaching and mentoring support, with the ability to act as a line manager if required
Future Talent	• Working with the Head of Engineering, understand the early careers requirements and how these requirements fit into the company's long term skill strategies
Training & Development	• Preparation of training plans for new hires using both internal and external resources
Engineering Support	• Opportunities to contribute to the engineering discipline and support improvement activities and project execution