

Job Description

Job title	Project Officer, Scholarships	Grade	C
Department	Education & Workforce		
Responsible to	Manager, Strategic Implementation		
Revision Date	July 2026		

Purpose of the job

This role is responsible for the day-to-day management of the IOP Initial Teacher Training Scholarships programme, a government funded teacher training and early career development programme, which aims to recruit high potential teachers each year by awarding 175 scholarships worth £31,000. The programme then supports them through their Initial Teaching Education, and the first year of teaching, using face- to- face and online support using a team of mentors who are employed by our partners, The Ogden Trust.

Context of the job

The purpose of the Education and Workforce Department within IOP is to work towards equity of access to a high-quality physics education for all, across every stage of the education pipeline. In turn, unlocking opportunity for all, and helping ensure physics-powered sectors have access to the diverse skills and talents they need to thrive.

This directly addresses the Skills priority in the IOP's strategy: "tackling the skills shortage and opening up opportunity" as a diverse pool of skilled people is vital to fully realising the benefits of physics for society and the economy in the UK and Ireland.

The primary goal of our Skills priority clearly outlines this:

"The opportunities, knowledge and skills that physics can offer will be truly open to all – so we can better understand our world, shape rich and inspiring futures, and build thriving, resilient societies and economies".

Within the Education and Workforce department, the Education area is focused on addressing the teacher shortage, improving quality of teaching, and building and cultivating an education community. Workforce is focused on the skills needs of physics powered sectors, building partnerships to deliver impact, establishing and recognising technical excellence.

The role holder will support the operational delivery of the Scholarships Programme, including the recruitment, assessment and selection of Scholars, and the two-year support programme. They will work within a team providing marketing support for the programme, project management and strategic direction. The team can also call upon other IOP staff and consultants to provide for the assessment of candidates, and for the Scholars' ongoing professional development. The team works closely with the Teaching Workforce Team as they aim to address the shortage of physics teachers, by providing feedback and insights from current trainee and newly qualified teachers, that guides the IOP policy making in this area.

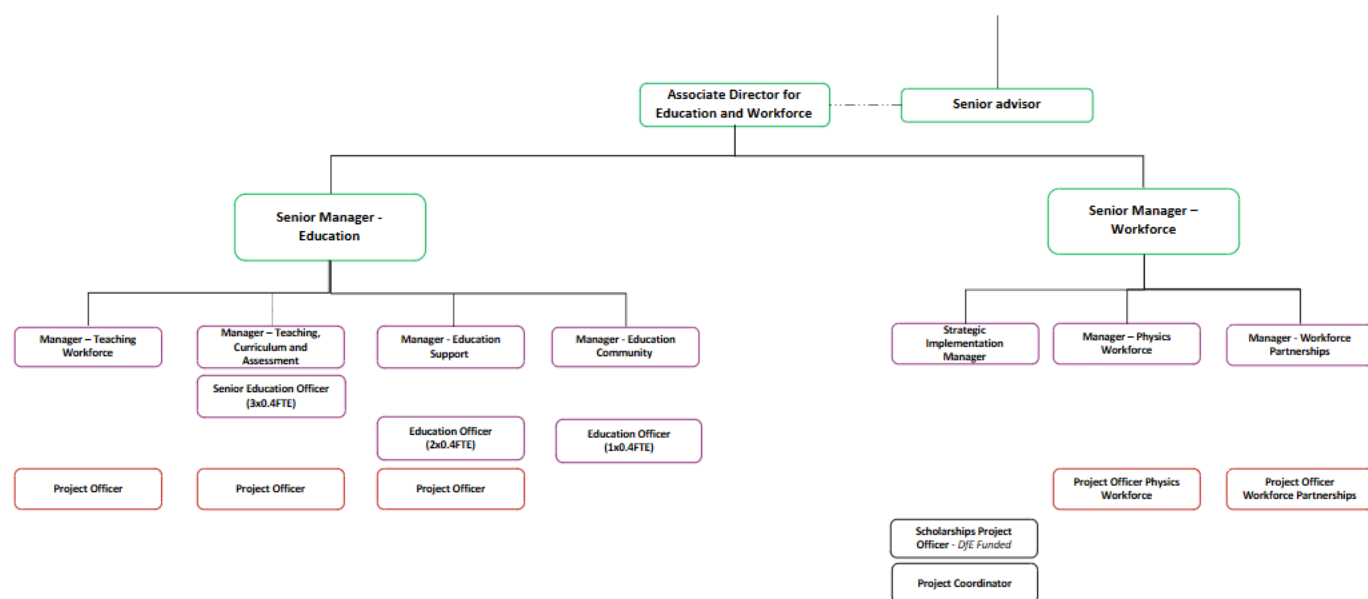
Key decision-making in the job

- Shaping the programme, streamlining systems, incorporating periodic review and evaluation, working with our stakeholders DfE and partners, such as The Ogden Trust
- Dealing tactfully and efficiently with Scholarship applicants, referees, DfE staff, and Initial Teacher Education (ITE) tutors.
- Dealing methodically and efficiently with application systems and organising assessment panels to run smoothly and successfully.
- Keeping abreast of government regulations surrounding Scholarship eligibility

Accountability of the job

- Monitoring the budget spending of £180k per annum
- This role has no direct line reports, and reports to the Strategic Implementation Manager.
- Authorising expenditure within budget up to £1K.
- Responsible for administering the IOP Teacher Training Scholarships scheme, processing about 700 applicants each year to award 175 Scholarships.

Organisational chart



Main responsibilities of the role

- Providing support to the Strategic Implementation Manager in relation to the Scholarships budget. Namely, providing budget forecasts and working with the Finance Office to ensure that quarterly invoices to DfE, and the necessary additional paperwork are provided in good time.
- Manage the operational relationship with Ogden Trust, building a strong working relationship with counterparts to ensure that invoices are delivered on time and within the agreed schedule of costs. In addition, work with them to oversee the programme of events for Scholars
- To liaise with the Senior Marketing Manager (SMM) to shape the marketing programme, and work closely with the Scholarships Marketing Officer to ensure the programme is carried out effectively and

evaluated properly, presenting the evaluation to the IOP Steering Group on a timely basis, and working with the marketing team to plan and deliver a series of informative webinars for prospective teachers.
To manage applications, including setting up and maintaining the online application form, screening ineligible candidates, obtaining references from referees, collating applications for the shortlisting process and assessment panels.
To arrange assessment panels, including coordinating with IOP staff and consultants to provide assessors, circulating candidate data to interviewers in advance, collating data and recording outcomes.
To manage all communications with candidates, including responding to e-mail and telephone queries, inviting candidates to online assessment sessions, contacting candidates after assessment panels, providing feedback and offering Scholarships to successful candidates.
To ensure data is managed appropriately, including providing data and analysis to facilitate monthly/quarterly reporting and invoicing to the DfE, ensuring candidate and Scholar data is captured, maintained and deleted according to the IOP policy guidelines, supporting the tracking of scholars through their initial training and into teaching. Including, supervising the consultant in charge of the data capture of the status and wellbeing of Scholars
To provide support for the Teaching Workforce team, maintaining a detailed handbook for the Scholarship application process for reference by the team, processing invoices, expenditure claims and budget transfers, ensuring adherence to budget.
To support individual small-scale projects in the Teaching Workforce area, e.g. ITE tutors' events at the IOP

Person Specification

We are looking for someone who...
- Has a drive for results, who can be counted on to meet or exceed goals successfully - Can manage and measure work effectively, taking responsibility for tasks and decisions - Is customer focused and dedicated to meeting the expectations and requirements of internal and external customers / partners - Has great functional/technical knowledge and skills to do the job at a high level of accomplishment. - Is committed to their personal learning, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly
Experience this person should have is...
Role specific experience Experience of working in a project-based environment with significant internal and external stakeholder interest. Note that formal project management qualifications are not a requirement.
Desirable experience This role does not require physics subject knowledge or teaching experience, but these would be an advantage.
General criteria: - Expertise in building and maintaining relationships with internal and external stakeholders to drive organisational success - Skilled in the administration and PM of multiple projects and ensuring quality assurance through evaluation, reporting and monitoring processes and documentation - Co-ordination of project budgets, liaising with project and finance leads

- Familiarity with cross-functional collaboration to drive project outcomes, fostering alignment across diverse teams and disciplines

Skills this person requires are...

- Team player – the ability to work co-operatively with others to achieve common goals.
- Negotiation skills – the capability to explore distinct positions and alternatives to reach outcomes that gain acceptance of all parties.
- Influencing skills – the ability to bring others to your way of thinking diplomatically
- Proactive – to think ahead and act to ensure the smooth completion of team/individual aims and objectives.
- Dependable – able to complete tasks to high standard and to deadline.
- Organisational skills – ability to work with minimum supervision, prioritise workload, and handle multiple tasks.
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand.
- Communication skills – ability to express information clearly and effectively in written and oral form.
- Computer literate – good working knowledge of Microsoft Office, with high level of competence as regards Excel; ability to use CRM and other communication systems would be an advantage.
- Relationship management - people skills, tact and diplomacy to manage relationships with stakeholders including members who volunteer their time and expertise.

Qualifications required

- Educated to A-Level standard - essential