



The Institution of  
Engineering and Technology



# Creating a world of better opportunities

## Job description

### **Scholarship Coordinator**

Hybrid - Stevenage

Fixed Term Contract

Grade 6

Full Time - 35 Hours per Week

**Reports to:** Awards and Prizes Manager

## Where the role fits

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

This role is part of the Awards and Prizes team, within the Operations Team, that is responsible for the administration and operational delivery of a portfolio of IET award scheme, the Future Talent Awards.

## Purpose of the role

The Scholarship Coordinator supports the administration and delivery of the IET's scholarship and bursary programmes, helping to ensure the effective operation of schemes from application and assessment through to recipient engagement and reporting. The role plays an important part in supporting the IET's awards portfolio, which recognises and supports emerging engineering talent around the world.

Working closely with the Awards and Prizes Manager and the wider Awards and Prizes team, the Scholarship Coordinator will coordinate scholarship processes, support volunteer assessor panels, maintain relationships with scholars and internal stakeholders, and ensure accurate record keeping and system management. The role also contributes to engagement and promotional activities that help raise awareness of the scholarship programmes and encourage participation.

## Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

## Main duties and responsibilities (not necessarily in priority order)

- Support the day-to-day administration and operational delivery of the IET scholarship and bursary programmes.
- Coordinate scholarship application and assessment processes, including managing timelines, documentation, and communications with applicants and volunteer assessors.
- Maintain systems and processes for tracking scholarship activities, programme data, and recipient engagement.
- Support panels of volunteer assessors, including arranging meetings and coordinating panel communications.
- Act as a key point of contact for scholarship and bursary recipients, responding to enquiries and supporting engagement throughout their participation in the programme.
- Assist with the administration of scholarship and bursary payments, ensuring accurate records are maintained.
- Support annual reporting processes for scholarship schemes through relevant online systems.
- Contribute to activities that support engagement with scholars, graduates, and alumni, helping to maintain their connection with the IET and encourage participation in membership and volunteering opportunities.
- Monitor recipient engagement and assist with the preparation of reports and updates for panels, donors and internal committees as required.

- Promote opportunities for scholars to act as ambassadors for engineering, including engagement with schools and outreach activities where appropriate.
- Work with the Marketing team and Awards and Prizes Manager to support awareness campaigns that encourage applications to scholarship programmes.
- Coordinate surveys and data collection activities to support programme evaluation and monitoring of outcomes.
- Support the organisation of scholar events in collaboration with the Events team.
- Assist the Fundraising team with donor engagement activities, including providing updates and reports where required.
- Support communications for scholars and bursary holders, including newsletters and digital channels where required.
- Maintain scholarship databases and records, ensuring data accuracy and compliance with data protection requirements.
- Provide updates to the Membership team regarding scholarship recipients where required.
- Manage scholarship-related email inboxes and respond to enquiries in a timely manner.
- Provide administrative support to other IET awards and scholarship programmes where required.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.

## Skills and experience required

- Experience of managing complex administrative processes and maintaining accurate records; experience within a Professional Membership Body, or similar, is highly preferred.
- Ability to handle sensitive information with discretion and communicate diplomatically where required
- Excellent attention to detail, with the ability to maintain accuracy across multiple tasks and systems.
- Ability to manage multiple tasks and processes simultaneously in line with deadlines.
- Strong interpersonal and communication skills, with the ability to build effective working relationships with a range of internal and external stakeholders.
- Ability to develop and manage external relationships with scholarship recipients with varying needs and requirements.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.

- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

## Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>WB, Operations Director</i>	<i>03.2026</i>
<i>Strategic People Partner</i>	<i>VD, SPP</i>	<i>03.2026</i>

*This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.*

*It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.*