

## **Pfizer UK Undergraduate Programme 2019/2020**

### **Undergraduate Community and STEM Project Manager**

#### **Sandwich Site**

#### **Department Overview**

Event management and administration support to the Sandwich site community and academic team in order to deliver and maintain a balanced and resourced programme of activities that effectively meet the team goals and Sandwich site goal. Project management of site business and engagement events in support of the Sandwich Leadership Team and Pfizer's business imperatives.

#### **What can I achieve and what will I be responsible for whilst completing a placement at Pfizer?**

- Co-ordinate and manage programme of events in liaison with members of the Sandwich community and academic team in support of:
  - STEM (Science, Technology, Engineering, Maths) programme in local primary and secondary schools
  - SIP (Science Industry Partnership) in support of science in further education
  - School visits to the Sandwich site
  - Local charity and volunteering activities
- Resource management of events and activities including Pfizer volunteers and equipment
- Budget Management
- Co-ordination of training for Pfizer STEM and SIP Ambassadors
- Administration of Sandwich site Community and Academic Sharepoint site
- Preparation and circulation of promotional materials where required
- Support site Communications Lead in project management of Sandwich site business events and related activities
- Support site Internal Colleague Events Team on site-wide colleague engagement events

### When can I start?

Placements will start on 2 September 2019 and will run for 12 months.

### PERSON SPECIFICATION

Type of person we are looking for, in relation to **'Skills'**, **'Knowledge'** and **'Motivation'**:

- On target for a 2:1 Degree Classification
- Good project management and organizational skills are essential
- Ideal candidate studying either a Business, Communications, Marketing or Science degree. Other degrees will also be considered
- Interest in Science, Technology, Engineering and Maths from an event project management and development perspective
- Outgoing personality
- Strong communication and networking skills, and ability to thrive in face to face situations
- Proactive thinking and the ability to work on own initiative
- A valid, clean driving license with access to own transport is preferred due to local travel as part of the role.

**Please note that we only accept application forms. Please do not send over your CV or cover letter as they will not be considered.**