

# EDINBURGH SCIENCE

## Job Description

**Job title: Schools and Volunteer Co-ordinator – Careers Hive**

**Responsible to:** Head of Learning

**Last Update:** June 2022

### **JOB PURPOSE**

Schools and Volunteer Coordinator will successfully recruit a target number of schools to attend Careers Hive during the live in person week and to share any online content with a wider set of schools. The role will also recruit a diverse team of STEM volunteers and manage them through a successful Careers Hive run. The role of the volunteers within Careers Hive is key to delivering Edinburgh Science's re-imagining of a careers event for secondary school age pupils and their teachers.

### **KEY RESULT AREAS**

- Recruit the required number of schools to attend the live event
- Recruit the required number of appropriate STEM volunteers for the event
- Organise, facilitate and support volunteers during induction and training events
- Coordinate and manage recruited volunteers over the length of the event
- Administrate the recruitment and retention process required for the current and future events
- Share any online content with the required number of additional schools

### **MAIN TASKS**

#### **Recruitment:**

- Contacting schools to discuss their participation in Careers Hive.
- Distributing promotional materials to schools in conjunction with the Education Sales team.
- Coordinate volunteer recruitment to develop a diverse team of volunteers.
- Liaise with departments within the organisation and with external organisations from which we are recruiting volunteers (supporters and established volunteer programmes) to understand how they work and develop partnerships.
- Promote volunteering through recruitment channels in line with publicity strategies and campaigns.
- Recruit volunteers ensuring they are appropriately matched and trained for a position during the event.

- Offer advice and information to volunteers and external organisations from which they come through face-to-face, telephone and email contact.

**Co-ordination:**

- Discuss and allocate bookings with schools and distribute confirmations of their visit
- Organise rotas including inductions, training and providing sufficient cover during the live event.
- Attend and participate in project meetings.
- Coordinate and carry out any required pre-engagement checks for all volunteers, in line with data protection.
- Accurately maintain all database records in line with data protection and as required assist in the reporting to external funding bodies to satisfy terms of contracts and audit requirements.
- Oversee volunteer facilities, such as a training room, green room and changing space, or any technical requirements, ensuring they meet the needs of volunteers where needed.
- Undertake any other administrative duties.

**Training:**

- Support volunteers to develop engagement skills across a range of needs and abilities, where appropriate.

**Event Delivery:**

- Manage a team of volunteers to support the coordination of the volunteer activity during the event.
- Champion best practise communication and engagement between the event staff team, volunteers and Edinburgh Science staff, ensuring all volunteers are kept informed of developments and changes throughout the event.
- Monitor, support, motivate and accredit volunteers and their work.

**COMMUNICATIONS AND RELATIONSHIPS**

**Internal:**

- Edinburgh Science - Education team, Development team, Creative team and Finance & HR team.

**External:**

- Schools, volunteers from the wide variety of STEM companies taking part

**KNOWLEDGE, TRAINING, EXPERIENCE, TECHNICAL SKILLS AND COMPETENCIES REQUIRED**

**Essential:**

- Excellent communication and interpersonal skills.
- Good customer service skills.
- Good organisational skills and the ability to manage a variety of tasks.
- Good administrative and IT skills, and an ability to maintain records and produce clear written and oral reports.
- Ability to plan, prioritise and use own initiative.
- Ability to work to deadlines.
- Confident and empathetic when dealing and working with a diverse range of people.
- Ability to facilitate and problem solve.
- Ability to deal with information in a confidential manner and respond with sensitivity

**Desirable:**

- Previous call centre / telesales experience.
- An interest in science and/or education.

**OTHER CONDITIONS**

Edinburgh Science is committed to ensuring that:

- We are an exemplar organisation in the way we embrace environmental sustainability. To achieve this, it is the responsibility of all staff to minimise the environmental impact of their day-to-day activities and adhere to Edinburgh's policies on sustainability, waste, resource usage and carbon reduction.
- We uphold the principles of equality, fairness & diversity.
- We all work within a safe environment and adhere to good standards of health & safety.
- All information is protected and managed appropriately.

**FURTHER INFORMATION**

**Temporary contract: this position is fixed-term full-time, for a period of approximately 14 weeks from mid/end August to mid November 2022.**