

# EDINBURGH SCIENCE

## Job Description

### **JOB IDENTIFICATION**

**Job title:** Careers Hive – Science Communicator

**Responsible to:** Staff and Project Manager

**Last Update:** September 2023

### **JOB PURPOSE**

To interact, facilitate and engage young people with elements of our immersive careers education event, *Careers Hive*, designed to give students in S1-S3 a new way to think about their futures. High quality science communication is at the heart of what Edinburgh Science Learning is all about and our science communicators are our ambassadors.

There are three separate roles to be fulfilled and are allocated accordingly.

#### *Workshop Facilitators:*

To lead and deliver the hour long workshop sessions (working with the Experience Guide designated to the group), managing the experience for the participants.

#### *Zone Hosts:*

To lead on the interaction in the exhibition through hands-on demonstrations and between the industry volunteers and young people. Working with the Experience Guides designated to the groups, the Zone Host will play a key part in managing the experience for the participants.

#### *Experience Guides:*

To assist in the delivery of the hour long workshop sessions, working with the Workshop facilitator. Groups of young people will also be led by you around the showcase, engaging with the industry professionals throughout their time during Careers Hive.

### **KEY RESULT AREAS**

- Successful delivery of event as determined by teacher and pupil feedback and quality control feedback from Head of Learning and/or Event Development team.
- Acknowledgement of Edinburgh Science as a quality provider of events as determined by school, local and national government feedback.

## **MAIN TASKS**

### **Pre-Event**

- Study the guidance and delivery notes in preparation for the event.
- Participate in the training days that include training sessions on relevant activity skills, child management, site orientation and health & safety.

### **During Event**

- Perform your role to a continuously high standard as per the event delivery notes and following direction given during training.
- Encourage pupils, teachers and public audiences to engage in activity, provide relevant factual information and answer questions with accurate responses.

### **Sets, Props and Equipment**

- Where necessary, set up and take down all sets, props and equipment, paying attention to correct manual handling and health and safety guidelines.
- Where necessary, perform minor repairs to props and equipment as necessary and report any problems or issues to the Production Manager.
- Be responsible for care of props and maintaining supplies of consumables.

### **Conduct**

- Be an ambassador for Edinburgh Science and adhere to our communications policies while representing the organisation.
- Be punctual and reliable, meeting dates and times of schools bookings or shift patterns.
- Maintain dress code and personal appearance appropriate to working in an event environment.
- Use language and behavioural conduct appropriate to working in a school and professional environment.
- Inform Edinburgh Science immediately in the event of late arrival or inability to attend due to sickness.

### **Post Event**

- Report any repairs required to props at end of working contract to Production Manager.
- Report any changes to delivery that took place during the event to the Events Development team.
- Attend exit interview/provide feedback on all aspects of the event.

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

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

**External:**

- Pupils, teachers and schools staff from across Scotland.
- National Museum of Scotland staff
- Volunteers from the wide variety of STEM companies taking part.

**KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS****Essential:**

- Relevant science, theatre or education background and interest in science, engineering or technology.
- Excellent communication skills.
- Experience of working with young people.
- Good team working skills.
- An interest in education and a passion for the work we do.
- Customer service skills

**Desirable:**

- Wide and varied experience working with children.
- Currently a member of the PVG scheme for children

**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**

Please note that training dates are likely to be the 31 October, 1 & 2 November 2023.

Careers Hive runs from Monday 6 to Saturday 11 November 2023.