

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Careers Hive – Assistant Staff Manager

Responsible to: Staff and Project Manager

Last Update: August 2023

JOB PURPOSE

As an Assistant Staff Manager you will support and assist all temporary staff working at *Careers Hive*, our immersive careers education event designed to give students in S1-S3 a new way to think about their futures. High quality science communication and event delivery is at the heart of what Edinburgh Science is about; you will support our team in achieving this and represent Edinburgh Science as a high-quality supplier of science events.

KEY RESULT AREAS

- Supervise temporary staff, providing pastoral care and motivating them throughout the event
- Provide daily warmups for Science Communicators and volunteers to ensure that they are prepared for the day
- Gather daily feedback from staff team and resolve any issues as directed
- Manage staff rotas to ensure all activities are delivered
- Assist with content delivery or event management duties as required to cover absences, as directed by the Staff Manager
- Oversight of the different spaces including safety/tidy up and liaising with relevant venue staff as required to ensure successful delivery of activities
- Assist with: greeting speakers and volunteers and other duties within the venue during the event; visitor capacities; teamwork
- Deputise for Staff Manager where necessary

MAIN TASKS

Pre-Event:

- Attend an event briefing prior to *Careers Hive*

- Attend Science Communicator Training sessions

During Live Event:

- Provide support to Science Communicators as they deliver workshops and activities at *Careers Hive*
- Coordinate all events taking place within an allocated event space and ensure their smooth delivery
- Visit each event space to check for issues with content, team management or production
- Duty management of all event staff
- Deal with absences as they arise
- Provide pastoral care for all event staff
- Provide feedback on temporary staff
- Ensure a high level of customer service is maintained, and being responsive and aware of the needs of visitors and colleagues
- Assist the Staff Manager in organising some social 'get to know you' functions for temporary teams

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Edinburgh Science Staff:
 - Workshop Facilitators
 - Zone Hosts
 - Experience Guides
 - Production Staff
 - Project Management Team

External:

- School groups: children and teachers
- Volunteers (STEM professionals)
- Members of the public visiting the museum
- National Museum of Scotland Staff
- External project partners
- Clients of Edinburgh Science Festival

KNOWLEDGE, TRAINING, EXPERIENCE, TECHNICAL SKILLS AND COMPETENCIES REQUIRED

Essential:

- Staff management experience in an events environment
- Ability to problem solve and engage in conflict resolution
- Experience working in events as a trainer and mentor
- A calm approach to team management and flexible approach to working
- An ability to work both independently and in teams
- An ability to work to a high standard under pressure
- A well-developed understanding of the demands of various temporary roles within the organisation
- Strong administrative 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.

The role may include some unsocial hours.

FURTHER INFORMATION

Documents needed:

If successful in your application, we need you to be ready to provide the following documents to the office immediately:

- Scan of your current passport
- Electronic completion of our paperwork – contract/new start details/pre-employment medical questionnaire

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 at the National Museum of Scotland.