

# **EDINBURGH SCIENCE**

## **Job Description**

### **JOB IDENTIFICATION**

**Job title:** Careers Hive – Zone Leader

**Responsible to:** Staff and Project Manager

**Last Update:** July 2025

### **JOB PURPOSE**

As a zone leader you will be responsible for oversight of two of the 5 zones at *Careers Hive*, our immersive careers' education event designed to inspire S1-S3 students to think differently about their futures. You will supervise the volunteers assigned to your zones and, working with the Experience Guides, facilitate interactions between the industry volunteers and young people.

As the event only runs for a short time, we depend on our staff being reliable and committed to the role for the week for which they are employed and willing to engage in all aspects of the visitor experience.

### **KEY RESULT AREAS**

- Successful delivery of events, measured through teacher and pupil feedback, as well as quality control feedback from the Director of Programmes and Operations and/or the Creative Team.
- Recognition of Edinburgh Science as a high-quality event provider, evidenced by positive feedback from schools, and local and national government stakeholders.

### **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.
- Engage school groups and the public with the event material and ensure the successful running of your designated area at all times.
- Arrange and run briefings for the volunteers working in your area.
- Manage breaks within your volunteer team to ensure adequate cover.
- Assist the volunteers in your zones so that they can deliver to a high standard.

- Support and encourage Experience Guides in facilitating conversations between volunteers and pupils.
- Encourage pupils, teachers and public audiences to engage in activities, 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.
- Maintain the safety of your space, including safe use and storage of equipment.
- 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 rota'd shifts.
- 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 Creative team.
- Provide feedback on all aspects of the event.

## **COMMUNICATIONS AND RELATIONSHIPS**

### **Internal:**

- Edinburgh Science Staff: Programming and Operations Team

### **External:**

- Pupils, teachers and school staff from across Scotland
- Members of the public visiting the event
- National Museum of Scotland staff
- Volunteers from the wide variety of STEM companies taking part

## **KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS**

### **Essential:**

- Excellent communication and interpersonal skills
- Some supervisory/ team leadership experience and skills, ideally within a busy festival environment.
- Confidence and experience in speaking with members of the public in a customer service setting.
- Good team working skills
- Problem solving abilities and good use of initiative
- Experience of working with young people
- Reliable and calm under pressure
- Confident, organised and proactive approach
- An interest in education and a passion for the work we do

### **Desirable:**

- Relevant science, theatre or education background with an interest in science, engineering, technology or maths
- Experience in education or teaching

## **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 the paid training date will be Thursday 23 and Friday 24 October 2025

Careers Hive runs from Monday 27 October to Thursday 30 October 2025. Work will be approximately 30 hours over the 4 days.