EDINBURGH SCIENCE FESTIVAL
Job Description

JOB IDENTIFICATION
Job title: Staff & Project Manager
Responsible to: Senior Project Manager
Contract: Temporary
Last Update: September 2026

JOB PURPOSE
This role includes responsibilities for staff management in combination with some project management. The role purpose is to recruit, train, rota and manage the temporary staffing teams for Generation Science (Edinburgh Science's schools touring programme) and the Edinburgh Science Festival. It is to also provide some project management support, helping to plan, execute, and deliver these projects within scope, budget, and schedule alongside the Senior Project Manager.

KEY RESULT AREAS

Staff Management:

- Recruit and on-board relevant numbers of staff with the appropriate skills.
- Co-ordinate delivery of all appropriate training to festival staff.
- Deliver training as required.
- Manage staff rotas to ensure all activities are delivered.
- Manage all staff pastoral support requirements and motivate the temporary team.
- Manage the staffing budget and deliver the staffing complement within budget.

Project Management:

- Drive project execution, overseeing tasks and ensuring adherence to project plans and established processes.
- Assist with administrative project tasks as required

MAIN TASKS
Staff planning, recruitment and selection:

- In conjunction with relevant colleagues, assess staffing needs for the Edinburgh Science Festival and Generation Science.
- Assist in writing role profiles and online adverts, attending events and giving talks if required.

- Promote employment opportunities – in line with the campaign attraction strategy and in conjunction with the Finance and HR Manager.
- Shortlist and select candidates for interview in line with agreed criteria.
- Organise and conduct interviews and casting sessions.
- On-boarding of all project staff as allocated – references, offers of employment, issue of contracts and relevant pre-employment checks, as directed by the Finance and HR Manager.
- Responsible for administration required to support recruitment process – organise interviews, request references, order branded clothing, prepare staff passes, complete personnel and payroll administration.
- Plan staffing levels on shifts and devise appropriate rotas.

Training and staff development:

- Organise effective training and briefing sessions for all project staff as required. This includes working effectively with the Science Engagement Manager and team in developing and facilitating the training.
- Support training logistics: includes organising external/third party trainers and venue bookings as required.
- Devise general induction packs for staff by role (as applicable).
- Ensure staff and training records are accurate and up to date in the database.

Staff management:

- Line-manage temporary teams as allocated (will include the Festival and Generation Science).
- Supervise and provide practical advice and support to direct reports as required.
- Deal with absences as they arise.
- Provide pastoral support for all event staff.
- Provide feedback on temporary staff.
- Supervise some social 'get to know you' functions for temporary teams.
- Contribute to arrangements for any end of festival events for staff.

Budget, milestone management and reporting:

- Manage allocated budgets for all temporary staffing.
- Ensure payroll information collated accurately and on time for processing.

Project Management:

- Support project management responsibilities for Generation Science and the Festival. Coordinate and collaborate with cross-functional teams to ensure project objectives are met, and tasks are executed efficiently and effectively.
- Maintain project documentation and databases.
- Provide administrative support for projects as required by Senior Project Manager
- Administration for project meetings as required.
- Look for opportunities to realise efficiencies and improve quality of allocated projects, elevate suggestions to the Director.

COMMUNICATIONS AND RELATIONSHIPS

Internal:

- Director of Programmes and Operations
- Senior Project Manager
- Finance and HR Manager
- Science Engagement Team
- Senior Manager Production and Technical
- Project Officer
- Relevant Edinburgh Science Festival staff.

External:

- External project partners.
- Edinburgh Science Festival clients.

KNOWLEDGE AND EXPERIENCE, QUALIFICATIONS, TRAINING AND SKILLS

Essential:

- Staff management experience in the festival/events environment as a people lead/manager.
- Experience in recruitment and selection to ensure required skills and qualities in all staff.
- Experience of programming staff rotas and managing staff budgets.
- Strong interpersonal skills.
- Strong administrative and organisation skills including experience in Microsoft Office suite – particularly Excel.
- Ability to work to a high standard under pressure to ensure deadlines and targets met.
- Proficiency in project management software and tools.

Desirable:

- Experience of using Applicant Tracking Systems for recruitment beneficial (Teamdetails)
- Familiarity with and interest in Edinburgh Science.
- PRINCE2 / Agile certification or other project management certifications are preferred.
- A confident presenter ideally with some experience in training delivery/facilitation.

OTHER CONDITIONS

The role will include some weekend working and unsocial hours during the peak project delivery periods.

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

Working hours: Normal working hours will apply (9-5pm).
Due to the nature of the Festival/Event environment, during peak periods there will be some longer working days/ split shifts etc. to ensure adequate cover and supervision of staff at venues. It is imperative you are available for all dates throughout this live time period including weekends during the Festival. Edinburgh Science Festival 2027 will run from Saturday 3 – Sunday 18 April.