



**Job Title: Delegate Manager, 2020 Edinburgh International Culture Summit**

**Reporting to: Executive Producer, Edinburgh International Culture Summit Foundation**

**Job Purpose: Co-ordinating all aspects of the participation of international Ministerial delegations to the 2020 Edinburgh International Culture Summit.**

**Line management responsibility: Delegation Officer(s), Delegate Aides**

The Edinburgh International Culture Summit brings together Culture Ministers, artists, thinkers and arts leaders from around the world to share ideas, expertise and best practice, with a view to inspiring positive change in cultural policy and investment.

The Edinburgh International Culture Summit is an initiative of the British Council, Edinburgh International Festival, Scottish and UK Governments and Scottish Parliament, where the summit has traditionally been held. Set against the incomparable backdrop of one of the world's greatest cultural events, the Edinburgh Festivals, the Culture Summit is uniquely placed to facilitate genuine and creative exchange between practitioners and policy-makers.

Programming and production of the Summit is managed by the Edinburgh International Culture Summit Foundation. The Delegate Manager will work closely with other members of the Culture Summit delivery team, and with the Summit partners, to deliver the event to the highest standards. The full team includes staff employed by EICSF on a year round basis as well as additional appointments to deliver the Summit.

The core purpose of the Delegate Manager role is to coordinate the participation of international Ministerial delegations to the 2020 Edinburgh International Culture Summit. The role requires a high standard of administrative ability and experience, demonstrable experience of partnership working, and excellent communication and interpersonal skills.



Specific Responsibilities include:

- Working with Summit partners, chiefly the British Council, to ensure a smooth, effective and efficient invitation process for Ministerial delegations attending the EICS 2020
- Managing all administration relating to the invitation of delegations, including devising briefing documents, preparing invitations to specific aspects of the Summit, and maintaining the EICS database
- Managing Summit communication with delegates, including responding to queries from Ministerial delegations, British Council in-country Directors and/or Embassies and facilitating the smooth flow of information between partners
- Working with the Program Manager to coordinate and administrate the attendance of non-Ministerial delegates to the Summit
- Overseeing accommodation and transport arrangements for delegations
- Overseeing the production of the Delegate brochure and associated materials
- Supporting delegations during their attendance at the Culture Summit 2020 itself
- Liaising with production teams and event managers to ensure all needs of ministerial delegates are met during their participation, including working with partners to coordinate bilateral meetings for Delegations during the Summit
- Contributing to the recruitment and briefing of Delegate Aide volunteers, alongside the Volunteer Co-ordinator;
- Contributing to the evaluation process and post-Summit reporting;



## PERSON SPECIFICATION

### Essential Knowledge, Skills and Experience

Knowledge of International Relations and experience of working with international colleagues

Experience of collaborative and partnership working

Excellent interpersonal skills

Strong written and verbal communication skills

Strong administrative skills and attention to detail

Reliability and flexibility

An ability to work under pressure and adhere to strict deadlines

**Desirable:** Knowledge of Cultural Policy

Experience of delivering international events

Experience of working with multiple partners and with volunteers

Contract: Temporary Freelance Contract – dates to be agreed (November 2019 to September 2020)

Salary: c. £32,000 pro rata p.a. (paid on a monthly basis)

The working pattern will begin on 2 days per week initially rising to 4 days in late Spring 2020. The role is offered on a freelance basis. Office space will be provided in central Edinburgh. You will be required to work as necessary for the fulfilment of your duties and will be responsible for your own tax and National Insurance, as a freelance contractor.

Expressions of interest: by CV and covering letter to [jenny.niven@eicsf.com](mailto:jenny.niven@eicsf.com)

Closing date: 5pm October 29<sup>th</sup> 2019

Interviews: Week beginning November 4<sup>th</sup> 2019 (Edinburgh)