



Job Title: Volunteer Manager, 2022 Edinburgh International Culture Summit

Reporting to: Executive Producer, EICSF

Job Purpose: Manage and deliver the volunteer programme for the 2022 Edinburgh International Culture Summit.

Dates: Summit - August 26 – 28 2022
Cultural Leadership Dialogue - August 29 2022

Location: The Scottish Parliament

Line management responsibility: Volunteers

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 the Scottish Parliament. 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 Volunteer Manager will work closely with other members of the Culture Summit delivery team, principally the Programme Manager, Event Manager and Delegates Manager, and with the Summit partners, to deliver the event to the highest standards. Our volunteers undertake a variety of roles including front of house, providing support for international delegations from across the world and supporting event and hospitality logistics.

The core purpose of the Volunteer Manager role is to deliver the volunteer programme which will support the 2022 Edinburgh International Culture Summit. The role requires a high standard of administrative ability and experience, the ability to work unsupervised, excellent communication, leadership and interpersonal skills, and experience of working with volunteers. The successful candidate will demonstrate a high level of professionalism and a sensitivity to the challenges of working with international delegations from a range of countries, in the setting of the Scottish Parliament.



Alongside the daily programme of speakers, ministerial meetings and artist contributions that take place in the Parliament, volunteers will also support a programme of hospitality, excursions and delegate attendances at events across Edinburgh's Festivals programme.

Volunteers during the Summit are typically recruited in two ways - from the general public, and from a call out to senior professionals from the partner organisations who support the attendance of international delegations to the Summit, and who assist the Summit Foundation with the smooth running of the delivery of the event and associated activities. The Volunteer Manager will be responsible for the sourcing and management of volunteers from both the general call out and the targeted approach to partners. Previous editions of the Summit have attracted in the region of 60 volunteers.

Specific Responsibilities include:

- Researching, locating and liaising with appropriate organisations who may be able to assist with access to volunteers
- Reviewing and refining the volunteer recruitment process and working with Summit partners to recruit volunteers appropriately
- Working with our partners to identify appropriate staff within their organisations to support the volunteer programme

- Developing and refining appropriate volunteer roles for the Summit, in conjunction with the EICSF team
- Managing responses to volunteer advertisements, collating volunteer applications and allocating roles, matching skills to needs
- Developing and working with the current briefing documents and leading on briefing volunteers
- Planning volunteer rotas across the different programme requirements 26 – 29 August
- Ensuring all volunteers are adequately trained and prepared to deliver the Summit to the highest possible standards
- Co-ordinating security passes and administrative requirements associated with working within the Scottish Parliament
- Managing volunteers during Summit 2022
- Being the main point of contact for volunteers before and throughout the Summit, providing them with clear information and support during their time at the event
- Contributing to the evaluation process and post-Summit reporting



PERSON SPECIFICATION

Essential Knowledge, Skills and Experience

Experience of training and managing volunteers and/or teams in a public facing role

Experience of working within an event delivery/conference/festival environment

Knowledge of best practice/legislation in relation to working with volunteers

Excellent interpersonal skills

Strong written and verbal communication skills

Strong administrative skills and attention to detail, and able to meet strict deadlines

Reliability and flexibility

An ability to work under pressure, to be self-motivated and have a positive attitude to problem solving

CONTRACT

This is a temporary, freelance contract – beginning at the start of June 2022 to mid-September 2022.

The contract is offered on a freelance daily rate of £150 per day.

The working pattern is based on 4 days per week. The Edinburgh International Culture Summit is based in Edinburgh. It is expected that the contract will be delivered through a combination of remote working and in person delivery. Our preferred candidate will be available for regular meetings in Edinburgh and to be on site throughout the duration of the event.

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.

HOW TO APPLY

Please send your CV (max. of 2 A4 pages) and covering letter to kate.hollands@eicsf.com stating why you are suitable for, and interested in, the role.



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The Edinburgh International Culture Summit Foundation recognises the need for greater diversity in our team and is committed to addressing it. If you believe you would bring greater diversity to our team, we would welcome hearing from you.

Closing date: **12 noon on 16 May 2022**

Interviews: **week commencing 23 May 2022**

Preferred start date: **week commencing 30 May 2022**



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