# Job Description

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| **Job Title:**  | Casual Staff – public events |
| **Salary:** | £8ph (under 21) £10ph (21 and over) inclusive of holiday pay |
| **Responsible to:Responsible for:** | Live Programme ManagerN/A |
| **Working arrangements:** | Flexible hours, to include weekdays, weekends, evenings, school holidays |
| **Location:** | Oxford with occasionally surrounding area |

**Background information**

* *The Oxford Trust,* established in 1985, is a leading charity focussed on encouraging the pursuit of science and enterprise.
* The Trust owns two properties in Oxford – The **Oxford Centre for Innovation** (OCFI) in the city centre and **Stansfeld Park** located in Headington – which is likely to be the base for all education and engagement staff from 2019.
* In 2019 the Trust will open a new primary age focussed **Science Oxford Centre** (SOC) in Headington under the Trust’s public facing brand **Science Oxford**, creating the UK’s first integrated hands-on science indoor/outdoor facility set in **Stansfeld Park**’s 18 acres of woodland.
* The Trust’s education outreachteam (operating under the **Science Oxford** brand) is the region’s leading developer and provider of STEM (Science Technology Engineering & Maths) enrichment engaging with over 30,000 pupils and hundreds of schools and teachers each year.
* The Trust’s public engagement team (operating under the **Science Oxford** brand) run an annual event programme which provides a variety of opportunities for adults (16+) and families to engage with all that is best in contemporary and hands-on science through talks, workshops, shows and drop-in activities.
* In addition, the Trust is deeply involved in the entrepreneurial life of the county through its Oxford Centre for Innovation facilities in New Road, central Oxford and the planned Wood Centre for Innovation in Stansfeld Park.
* Whilst the Trust funds some activities through its own on-going investments it collaborates with other likeminded organisations in a way that really makes a difference to the people it engages with.
* The organisation is run by a Board of Trustees all of whom hold, or have held, leading roles in business, education or the sciences.

**The Role**

Casual staff help to deliver or to facilitate Science Oxford public events with families, young people and adults. Events are designed to suit the needs and interests of different audiences but the underlying aim is to inspire and engage people of all ages with science and its impact on their lives. **The role is flexible and varied with staff able to choose which opportunities suit them best** – from leading hands-on activities with families, to supporting practical club sessions for young people to assisting with the running of events for adults. Across our portfolio of activities we can offer regular working opportunities to casual staff (e.g. 3-10+ days a year), with our planned new centre increasing the opportunities further from 2019.

**Detailed Job Description**

* Working with the education outreach team to deliver our Saturday clubs programme for 5-17 year olds. These include Science Club, Maker Club Juniors, Maker Club and Creative Computing Club.
* Working with the education outreach team to deliver interactive family events in and around Oxford, generally during school holidays.
* Supervising ‘tried and tested’ hands-on activities for free community ‘drop-in’- style events in and around Oxford. Paid-for training time is provided for these opportunities as well as transportation of associated kit if required.
* Working with the public events programme team to deliver events for adults in and around Oxford. For example, ticket checking, facilitating questions, guiding event attendees or supervising hands-on activities.
* From September 2019, interacting with school or public visitors to our Science Oxford Centre (at the Stansfeld Park woodland site in Headington), helping them to get the most from their visit experience. This may include interacting with visitors exploring the hands-on exhibits, supervising demonstrations or drop-in activities, and supporting events in the centre or in the woodland.
* Assisting with the collection of relevant quantitative and qualitative feedback from public events e.g. feedback forms, short visitor surveys, observations.

**General Management**

Like everyone else, the **Public Events Casual Staff** must **take responsibility for their own personal management and development** and **manage physical resources effectively**, including:

1. Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
2. Ensuring that the organisation’s equal opportunities policies are followed and actively practice social inclusion within their own area of service.
3. Reading and responding to internal communications and information which is disseminated.
4. Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.

**Notes:**

* This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.
* The post-holder may be required to have an enhanced DBS check, depending on the nature of the opportunities that they wish to participate in (this particularly applies to supporting regular Saturday Clubs for young people).

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**WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS**

#### Preferred Work Experience

* Experience of delivering hands-on activities to children and/or adults.
* Experience of working in a customer-facing role, delivering excellent customer service.
* Awareness of event management considerations, including health and safety.

#### Preferred Skills and Knowledge

* ‘A’ Level or equivalent in any area of science, technology, engineering and maths (STEM).
* Any practical skills or experience in any STEM and computing related area, including an ability to problem-solve.
* To be friendly, approachable, courteous and considerate with an ability to see things from someone else’s point of view.
* To be able to communicate clearly, concisely and effectively with different age groups.
* To be able to work independently as well as part of team. Casual staff for public events will be either working alongside Science Oxford staff or representing Science Oxford at external events.
* Awareness or experience of working with young people with special educational needs e.g. autism or social anxiety.

***Preferred Behaviours***

* An enthusiasm for STEM and the benefits STEM skills and knowledge can bring to the wider public.
* A willingness to attend paid training sessions and to take up other support to familiarise with activities and provide the highest level of customer service.
* A commitment to being reliable and contactable and to not subject Science Oxford staff to changes at short notice.