



Job Description

Job Title:	Events Manager
Salary:	£23,000 - £25,000 per annum (depending on experience) + benefits
Location:	Oxford Centre for Innovation, New Road, Oxford, OX1 1BY
Responsible to:	Festival Director
Responsible for:	Casual staff and volunteers
Working arrangements:	Full time (37.5 hours). Occasional evening and weekend work required. No overtime paid but time in lieu.
Holiday:	25 days per annum. The holiday year is Jan – Dec.

Background information

- The Oxfordshire Science Festival (OSF) is a charity dedicated to the organisation of a major science festival in the region of Oxford.
- The Oxford Trust, established in 1985, is a leading charity focused on encouraging the pursuit of science and enterprise. The Trust's public facing brand is Science Oxford.
- Thanks to a 5-year agreement with The Oxford Trust, OSF will benefit from the work of an Events Manager. The appointed person will be hired by the Trust, and will work for OSF.
- The festival takes place in June. A new programme structure and a new approach were developed in 2016. The appointee will have a key role in the development of the new version of the festival.
- The full-time team of OSF will comprise 2 people in 2016-2017 (a Festival Director and an Events Manager), and will be completed by casual staff closer to the event. This team will work in the office of Science Oxford (in central Oxford), in an environment composed of 20 staff members.
- OSF is run by a Board of Trustees all of whom hold, or have held, leading roles in sciences, education, communications or business.



The Role

The Events Manager will work closely with the Festival Director to develop & deliver a vibrant and creative programme to engage the public in all aspects of science; the post holder has key responsibility for the management and delivery of the festival events.

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1. To work with the Festival Director to manage the festival programme, and to be the lead facilitator for most events. As the Festival is built on a collaborative model, this includes liaising with a wide network of partners (for example universities, research institutions, companies, local government organisations, museums and schools).
2. To contribute to the day-to-day running of OSF charity. As OSF is a small organisation, the role will require versatility and adaptability. For example, the appointee will be involved in the implementation of the communications plan, as well as in providing administrative support to the Charity.
3. To assist the Festival Director in the development of the programme and the fundraising.
4. To recruit and train volunteers, as well as supporting the Festival Director in the day-to-day management of any casual staff.

Note:

- 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.

WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS

Preferred Work Experience

1. Experience of successfully delivering an innovative public facing events programme and evaluating events within that programme.
2. Experience of working successfully with a range of external partners, ensuring that all parties are able to benefit from the collaboration.
3. Experience of supervising, delegating work to and supporting others (casual and volunteer groups in particular).
4. Experience in delivering hands-on STEM activities and workshops to families and other groups.
5. Experience of public speaking and presenting, media relations and facilitating group discussions.
6. Experience of event Health & Safety requirements.



Preferred Skills and Knowledge

1. Any relevant qualification in Science Communication or Science, Technology, Engineering, or Mathematics (STEM).
2. Excellent interpersonal skills, organisational and time keeping skills (i.e. ability to undertake work programmes to meet deadlines).
3. Strong team working skills demonstrating sensitivity to others' views and ability to show consideration and empathy.
4. Effective financial control and budget management.
5. Excellent communication skills (both verbal and written) and an ability to engage people with science.
6. Knowledge of Microsoft Office and other relevant computer applications, including the ability to author and maintain web and social media pages.

Preferred Behaviours

1. A passion for science (STEM) and its communication to the general public, with the aim of engaging, informing and inspiring.
2. A strong and inspirational team player who can contribute to and shape ideas.
3. A self-motivator who can build excellent working relationships between the breadth of colleagues, partners and stakeholders.
4. Demonstrate the Charity's values with a high level of commitment to the organisation.
5. Able to work creatively and flexibly to respond quickly to meet both external partner and internal needs.
6. Self-reliant, with the ability to plan own work schedule effectively, using own initiative, to work flexibly and deliver to deadlines.
7. Pro-active with the ability to work as part of a team within a changing environment and maintain a positive outlook in the face of pressure.
8. Willingness to work flexible hours, including occasional evenings and weekends.