

Introduction to Edinburgh Science

Edinburgh Science is seeking a new chair for its board of directors as the current chair steps back after many years of service.

Edinburgh Science Foundation is an educational charity, founded in 1989, which operates Edinburgh Science's Education and Festival programmes. We are best known for organising Edinburgh's annual Science Festival – the world's first public celebration of science and technology as a festival and still one of Europe's largest – as well as our science education outreach programmes, Generation Science and Careers Hive and our community engagement work.

Our mission is to inspire, encourage and challenge people of all ages and backgrounds to explore and understand the world around them. As leaders in our field of Science Communication, we work year-round to create and deliver dynamic hands-on workshops and exhibitions and inspirational shows, discussions, debates and performances that continually push the boundaries of public engagement with science. Communication and engagement are at the core of all our work and we strive to ensure that this is embedded in all aspects of our organisation.

Adaptation to Covid has altered how we have operated for the last two years and taken many of our activities online, but in 2022 we plan to return to live, face to face delivery.



Edinburgh Science Festival

Our annual festival takes place over Easter at 30 venues across the city and attracts around 150,000 participants. It is made up of engaging and interactive events for both family and adult audiences. It was the world's first modern science festival and initiated the global science festival movement.

<https://www.sciencefestival.co.uk/festival>.

Generation Science

Our schools touring programme is one of the largest in the UK. In a year uninterrupted by Covid, we typically tour ten workshops and shows for 12 weeks in the spring and summer terms to primary schools across the whole of Scotland. We see anything from 30,000 – 55,000 pupils each year.
<https://www.sciencefestival.co.uk/generation-science>

Careers Hive

For secondary students in S1-S3 we stage this engaging career event that helps young people see the opportunities that selecting STEM subjects at National 5 level can keep open for them. It introduces young people to many exciting activities they could go on to do once they leave education.
<https://www.sciencefestival.co.uk/careershive>



Community engagement

In recent years our work with local community groups has grown as we work with them in their centres, at local galas, and by making the festival more accessible to their members.
<https://www.sciencefestival.co.uk/community-engagement>

Climate change and sustainability

We have programmed on climate change to expose the science and urgent need for action for more than 15 years. Since 2019 we have expanded this work and now run a business-to-business forum called the Climate Opportunities Ideas Factory and set up the NetZeroToolkit for SME's (<https://thenetzerotoolkit.org/>) which helps them design their own low carbon transition plans.
<https://www.sciencefestival.co.uk/sustainability>

Worldwide

We work extensively overseas on a range of projects from large festivals such as the Abu Dhabi Science Festival to smaller school-based projects. In an average year our overseas audience is similar in scale to our UK one. <https://www.sciencefestival.co.uk/worldwide>

You can find information about what we do as an organisation on our web site here <https://www.sciencefestival.co.uk/about> This includes links to our main programmes and our 2018/2019 annual review (we have not produced annual reviews in the last two Covid disrupted years).

Our board of directors can be found here <https://www.sciencefestival.co.uk/staff/board-of-directors>



Organisational structure

We are a group of three organisations. Our parent charity, Edinburgh Science Foundation is a registered charity. Under it are Edinburgh Science Ltd which is a not-for profit company limited by guarantee that delivers our UK activity and Edinburgh Science Worldwide Ltd a not-for profit company limited by guarantee that delivers our overseas work. All three entities have board of directors and this role of chair overarches all three.

EDINBURGH SCIENCE

Job Description

JOB IDENTIFICATION

Job title: Chair of Board

Last Update: January 2022

JOB PURPOSE

The Trustee Board's purpose is to be collectively responsible for the overall governance and strategic direction of the charity, and for developing the organisation's aims, objectives and goals in accordance with the governing documents and legal and regulatory guidelines.

The Chair of the Board provides inclusive and positive leadership to the Board to ensure proper governance of Edinburgh Science, Edinburgh Science Worldwide and Edinburgh Science Foundation and holds the Trustees and the Chief Executive Officer and Senior Leadership team to account for delivering our vision, mission and strategy and ensuring a culture of wellbeing, performance and accountability.

KEY RESPONSIBILITIES

Specific Key responsibilities

- Provide leadership and direction to the board of trustees and enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation
- Ensure that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulation
- Ensure the effective and efficient administration of the organisation
- Work in partnership with the Chief Executive to support the employees, helping them achieve the aims of the organisation; and to optimize the relationship between the board of Trustees and staff
- Facilitate the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making
- Ensure the organization applies its resources exclusively in pursuance of its objects
- Ensure the financial stability of the organisation
- Annually review the Board structure, role, staff relations and ensure implementation of agreed changes/developments are carried out

Working with the Chief Executive

- Line manage, support and, where appropriate, to constructively challenge the Chief Executive and conduct their annual appraisal

Advocacy

- Provide advice and advocacy to support Edinburgh Science in developing funding opportunities
- Act as an enthusiastic ambassador for the organisation at all times

Legal and Financial Duties

- Ensure the prudent financial management of the organisation. To exercise financial control; to review quarterly statements of the financial position; to discuss and agree on annual budgets and to review and, if required, approve revised budgets
- Ensure the organisation complies with the law (including, but not limited to: the Companies Act, Charities Act, Disability Discrimination Acts, Race Relations Act, Equal Pay, Sex Discrimination, Health and Safety At Work, Pension Acts, GDPR/Data Protection, Modern Slavery / Human Rights)
- Ensure the payment of all taxes due to the Inland Revenue and HM Customs and Excise
- Ensure that the company is properly insured
- Review and manage risk
- Oversee the production and distribution of management accounts and financial statements
- Review and evaluate performance against budgets, business plans, mission and vision

Management

- Establish any committee structures as required by the Articles of Association; to agree representation on these committees and any appropriate terms of reference

Employment and Personnel Duties

- Appoint the Chief Executive
- Ensure that the Company has a full and complete set of HR policies and procedures
- Take part in the recruitment of senior personnel, if required
- Review and agree any company-wide pay rises
- Be involved in any grievance and disciplinary procedures, if required

All Trustees

As Edinburgh Science Foundation is a registered charity, we also outline here the role of a charity trustee.

- To act in the interests of the charity
- To ensure that the charity operates in a manner that is consistent with its objects or purposes
- To act with the care and diligence that is reasonable to expect of a person managing the affairs on another person
- Charity trustees are collectively responsible for all the activities of the charity
- No individual trustee – for example the Chair – has more responsibility than the other charity trustees do
- Charity trustees can delegate some of their functions to others (eg staff, sub-committees) but not their ultimate responsibility
- To ensure that the charity complies with the provisions of the 2005 Charity Act and other relevant legislation. The Board is ultimately responsible for **Health and Safety** in the organization and should be aware of the spectrum of H&S risks. The Board also has responsibility for safeguarding staff and users and needs to make sure that **safeguarding policies** and procedures are in place and implemented. There is also a Board level duty to ensure compliance with the **General Data Protection Regulation** (GDPR). **Employment** responsibilities include ensuring that the company

complies with employment law and relevant legislation; has employers' liability insurance; provides a workplace pension for eligible staff; has written terms and conditions of employment for all staff; has a written policy for discipline/dismissal and grievance.

In meeting the responsibilities, trustees shall

- To hold a passion for and commitment to the organisation's values, strategic objectives and demonstrate an enthusiasm for the work of Edinburgh Science
- Act with honesty and in good faith
- Actively contribute with integrity
- Demonstrating care, diligence and skill
- Attend meetings on a regular basis. Any member who fails to attend on more than 50% of the available opportunities in a year may be asked to resign
- Participate fully in the duties and responsibilities of being a Board member
- Ability to treat sensitive company information confidentially
- Preparedness to offer personal and business skills and experience to support the work of staff when required

KNOWLEDGE, SKILLS AND EXPERIENCE

- Significant senior management and leadership experience in complex organisations.
- Successful track record of Board membership, ideally with experience of Chair or Vice Chair responsibility, in the not-for-profit/charity sector
- Significant experience of chairing meetings and events
- Significant interest in and knowledge of science public engagement
- A broad understanding of not-for-profit/charity finance issues, ideally with some financial management experience.
- Strong understanding and experience of not-for-profit/charity governance issues.
- Strong networking experience and skills with ability to engage effectively with a wide range of stakeholders
- Outstanding communication and interpersonal skills.
- A reasonable understanding of digital tools and common software

Attributes

- Passion for and commitment to the organisation's mission, vision and strategic objectives
- Passion for and commitment to enhancing diversity and inclusion.
- Understands and values the importance of a positive organisational culture
- Ability to commit time to conduct the role well, including occasional event out of office hours

FURTHER INFORMATION

Appointment term

- The term of office is three years with the possibility of a further three-year term.

Location and time Commitment

- In a normal year there are four full board meetings of Edinburgh Science Ltd which delivers our UK work. There are a further four executive management committee meetings that look at the work of all three entities in our group, Edinburgh Science Ltd (UK work), Edinburgh Science Worldwide Ltd (overseas work) and Edinburgh Science Foundation (parent charity).
- The meetings take place in Edinburgh or via video conference. Other sub-committees may meet on an ad hoc basis but these do not make onerous time demands.

Remuneration

- This post is voluntary and unpaid but all reasonable out of pocket expenses related to the role will be reimbursed in line with Edinburgh Science volunteer expenses policy.

How to apply and key dates

If you feel you have the skills required to add value to the Board and to Edinburgh Science to achieve its objectives, then we invite you to complete our brief online application and upload your CV, along with a cover letter/supporting statement (approximately 600 words).

Your cover letter/supporting statement should address **why you think you are suitable for this opportunity and what you could contribute.**

If appointed, we will request two references relevant to this role. References will only be taken once your express permission has been granted.

If you would welcome an informal chat before deciding whether to submit an application please do contact Simon Gage, Chief Executive Officer, simon.gage@scifest.co.uk

We are also looking to diversify the Board and we would be very interested in applicants who are:

- Women
- From BME or under-represented groups

Key dates

- Application deadline: **Sunday 20 February, 11.59PM**
- Interviews: **Wednesday 16 March 2022** (anticipated online)
- Please make us aware of any dates you won't be available.

If you have any queries about the application process, please contact cindy.cunningham@scifest.co.uk