

Introduction to Edinburgh Science

Edinburgh Science Ltd is seeking new non-executive directors for its board of directors.

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.



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.edinburghscience.co.uk/festival/>.

Generation Science

Our schools touring programme is one of the largest in the UK. We typically tour ten workshops and shows for 10-12 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.edinburghscience.co.uk/schools/>

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.edinburghscience.co.uk/schools/secondary/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.edinburghscience.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 SMEs

(<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.edinburghscience.co.uk/commission-us/>

You can find information about what we do as an organisation on our web site here <https://www.edinburghscience.co.uk/about-us/> 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.edinburghscience.co.uk/team-board/>



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. This role is for the board of directors at Edinburgh Science Ltd.

EDINBURGH SCIENCE

Role Description

Role title: Non-executive Director

Reports to: Edinburgh Science Chair

Term: 3 Years or as determined by rotational needs

Last Update: May 2024

INTRODUCTION

This is an interesting, challenging and exciting opportunity for a board experienced individual to join the Board of Edinburgh Science Ltd, which is a not-for-profit enterprise that delivers activities in the UK including the Edinburgh Science Festival, Generation Science, Careers Hive and a variety of climate change events and activities.

Ideal candidates will have a strong background in both the private and not-for-profit sectors, with enthusiasm for Public Engagement in Science.

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

ROLE PURPOSE

- To contribute to the ongoing development and delivery of a clear vision and strategy for Edinburgh Science.
- To contribute to the Board's role in ensuring best practice governance for the organisation.
- To contribute through the Board to the achievement of targets identified within the Edinburgh Science strategy.
- To contribute, as required, to the various Board sub-committees that support the organisations activities.
- To liaise with, as directed by the Chair, and support the Executive team in the achievement of the Edinburgh Science strategy.

KEY DUTIES AND RESPONSIBILITIES

Key Relationships

- To develop and maintain external relationships in support of the strategy and the Executive team.

Leadership

- To provide leadership and direction to Edinburgh Science, through the Board of Directors, and in line with agreed strategy.
- To approve, with all members of the Board of Directors, the performance targets and reporting mechanisms to ensure accountability across all areas of the organisation's outputs.

Governance

- To comply with Director's responsibilities as laid down in company law.
- To ensure that Edinburgh Science complies with the standards of good corporate governance generally accepted in business.

The Board

- To support the work of the Edinburgh Science Board and sub-committees as may be required.
- To attend the Board meetings on a regular basis (currently 4 per year plus AGM).

General Duties and Responsibilities

- To comply with all legislative requirements and company policies including but not limited to Health and Safety, Equality, Employment, Child Protection and Data Protection.

The list of key and general responsibilities is not exhaustive and may be subject to review and change.

KNOWLEDGE, SKILLS AND EXPERIENCE

The successful candidate will need to demonstrate how they meet the following essential criteria:

- Proven executive experience, ideally in an environment where managing change has been required.
- A strong background in strategy in the private or not for profit sector
- An interest in the work of Edinburgh Science.
- An excellent ability to work in collaboration with other stakeholders.
- Experience of formation, implementation and achievement of a business vision and strategy.
- IT literacy.

Key Competencies:

- Outstanding people skills
- Excellent communication skills
- Customer focus
- Achievement and results focus
- Commitment to collaborative working
- Effective decision making
- 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
- Contribute with integrity
- Demonstrate leadership, care, diligence and skill
- Ability to treat sensitive company information confidentially
- Preparedness to offer personal and business skills and experience to support the work of staff

FURTHER INFORMATION

Appointment term

- The term of office is three years.

Location and time Commitment

- In a normal year there are four full board meetings of Edinburgh Science Ltd which delivers our UK work.
- 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 a voluntary non-executive position 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 **reasons for why you would like to join the Board/suitability 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.

We encourage pre-application informal enquiries; these should be directed to our current Chair of the Board, Brendan Dick, brendan.dick@btinternet.com

We are also looking to diversify the Board. We encourage applications from the whole breadth of our ethnically and culturally diverse communities, and from people at all stages in their careers. We would be particularly interested in applicants who are:

- Women
- From BME or under-represented groups

Key dates

- Application deadline: **Friday 27 September, 5:00PM**
- Interviews: **W/c 7 October 2024** (anticipated in person)
- 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