

We are committed to delivering an unparalleled celebration of the performing arts, which brings some of the most exciting and creative artists working today to audiences from around the world.

**Office Assistant**

The Office Assistant role is in the Estates team to support the delivery of all aspects of Estate Management. This role focusses on supporting the Head of Estates, and the Estates Officer. The role comprises various duties that are both administrative and practical. In particular, these include, general office administration, reception, meeting room management and refreshments, mail and courier administration, stationery ordering, stock checks, staff welfare provision, and office cleaning checks.

The Office Assistant role is based in and exists to support the Hub, our home and the operational base of the Edinburgh International Festival, where we host year-round education and rehearsal activities, as well as performances and other events during the festival period. The EIF estate also consists of technical stores and residential property.

**Edinburgh International Festival Equality and Diversity Commitment**

The Edinburgh International Festival is an equal opportunity employer, and we value diversity. We believe that an inclusive culture is the foundation for a successful workplace, and we strive to grow our diverse representation across our staff, our artists, and our audiences.

We are collecting data to measure the effectiveness of our recruitment methods, to ensure that they are fair. We strive to ensure our opportunities are accessible to people from all backgrounds.

We actively encourage applications from currently under-represented groups. We have identified ethnic minority backgrounds, and disabilities as the key areas we would like to focus our recruitment efforts in.

**Disability Confident Employer**

We’re committed to creating a workplace where everyone feels like they belong. We want to make our recruitment practices as inclusive and fair as possible, and as part of that, we have joined the Disability Confident scheme, this is a government scheme designed to help us make the most of the talents of those with disabilities and/or health conditions in the workplace. All applicants with a disability who meet the minimum requirements of the job as set out in the job description are guaranteed an interview.

**Rooney Rule**

We are building a Festival team that is able to understand the needs of and effectively communicate with the whole of our diverse community. We want our team to reflect the diversity of the wider population. This includes the representation of people from ethnic minority backgrounds and we apply the Rooney Rule to achieve this.

Adapted from American football, this is a form of positive action. We recognise that our workforce does not reflect our wider communities, in terms of people from ethnic minority backgrounds. Subject to consent from our equality and diversity form in Team Details, out of the candidates who meet the essential selection criteria for the role and who are from an ethnic minority background, at least one will be shortlisted for the next stage in the recruitment process, which is usually an interview.

**Job Title** Office Assistant

**Manager** Head of Estates

**Department**  Estates

**Job Purpose**

Assist in the management of the Hub office and events space:

* Provide administrative office management support
* Assisting with events and the setting up and maintaining of meeting areas
* Assist with service contracts
* Uphold the role of 'Responsible Person' liaising with various parties regarding estate building uses
* Other duties as required

## **Responsibilities**

Office Management / Meeting Support

* Assist in the smooth running of the office by providing support to the Estates Officer as required.
* Assist with the supervision of soft service contracts such as cleaning and security.
* Act as responsible person covering out of hours office events as required.
* Setting up and clearing down various meeting areas throughout the estate.
* Assist with office events, ordering, setting up and clearing catering for meetings and other events as required.
* Monitor housekeeping on floors and ensure all areas are clean, tidy, and safe.
* Assist in the management of the Access Control System.
* Maintain stock reports for office supplies including cleaning consumables, sanitary supplies, and stationery.

Compliance & Regulatory

* Uphold role of 'Fire Warden'
* Uphold role of 'First Aider'
* Monitor training records for first aid and fire wardens.
* Work with EIF Health and Safety representative and Head of Estates to ensure compliance with all employment, health and safety, licencing, fire and building regulations.
* Report all accidents, and emergencies appropriately; ensure all contractors operate within appropriate HSE standards.
* Conduct regular building compliance checks as required.

**Person specification**

A professional approach and the ability to make a good first impression is vital to ensuring the delivery of excellent customer service. Thoroughness, attention to detail and the ability to take instruction and manage multiple tasks are critical to the successful delivery of this role. The role also involves an element of lone working and the necessity to make some decisions based on initiative, common sense, and knowledge.

Although based at the Hub, Castlehill, some flexibility to work across the estate where required is needed. Occasional evening and weekend working required in this role.

The role is office-based Monday to Friday with some occasional exceptions as agreed with line manager.

There is some physical activity involved in the role in moving furniture and setting up rooms, receiving and delivering goods, assisting with waste management, and carrying out minor repairs.

**Essential**

Excellent communication skills - both written and oral - are required

PC Literate – strong knowledge of MS Office

Excellent organisation skills

Flexibility and adaptability

**Desirable**

Experience working in a busy office environment

Health and Safety in the workplace knowledge

First Aid qualification

**Terms and Conditions**

**Working days/hours** 35 hours per week, by agreement within standard office hours of 9.00 to 17.00, Monday to Friday. At peak times, and particularly immediately before and during the International Festival, it will be necessary to work outside standard hours and at weekends.

**Working arrangements** We are located in Edinburgh, where all roles are based. To support flexibility we have a Smarter working policy, and are open to discussions as we move through the recruitment process, please do not hesitate to ask any questions.

**Contract type** Permanent, full time

**Salary range** £23,500.00 - £25,500.00

**Holiday entitlement** 25 days per annum (with 3 days requiring to be taken between Christmas and New Year) plus 10 days public holiday, 5 days are fixed and 5 floating days.

**Pension Scheme** The International Festival will comply with the employer pension duties in accordance with Part 1 of the Pension Act 2008, as amended or replaced from time to time.