



2018 EDINBURGH INTERNATIONAL CULTURE SUMMIT

Job Title: Delegate Liaison Manager, 2018 Edinburgh International Culture Summit

Reporting to: EICSF Executive Producer

Job Purpose: Co-ordinating all aspects of the participation of international Ministerial delegations in the 2018 Edinburgh International Culture Summit.

Line management responsibility: Delegate Liaison Officer, Delegate Aides

Edinburgh International Culture Summit

The Edinburgh International Culture Summit is an initiative of the British Council, Edinburgh International Festival, Scottish and UK Governments and Scottish Parliament, where the summit is held.

The inaugural Culture Summit, held in August 2012, provided an unprecedented opportunity for cultural exchange, both between practitioners and policy-makers and between separate nation states. Summit 2012 was a resounding success, with 33 countries attending and a host of leading international artists and thinkers taking part. Following widespread demand for future editions, the second Edinburgh International Culture Summit, in August 2014, presented a welcome platform for further conversation and idea-sharing, out of which emerged much new thinking and activity. Summit 2014 was acknowledged as a stimulating and worthwhile contribution to cultural policy debate.

Most recently, the third Edinburgh International Culture Summit, held in August 2016, offered an enhanced forum for fruitful exchange between new and returning guests, including a Youth Programme and a wealth of opportunity for bilateral and multilateral meetings between Ministers. Attracting delegations from over 40 countries, and with a focus on sharing best-practice to achieve common objectives, Summit 2016 firmly established the Culture Summit as an important, dynamic policy-setting event in the global cultural calendar.

The Scottish Parliament will again play host to world leaders in the cultural sector at the fourth Edinburgh International Culture Summit from 22-24 August 2018. Set to be a lively mix of plenary sessions, private policy discussions, cultural and networking events and opportunities for bi-lateral meetings, Summit 2018 will offer a wealth of opportunity for fruitful exchange between new and returning delegates.

Culture Summit Delivery Team

The Delegate Liaison Manager will work closely with other members of the Culture Summit delivery team to deliver an effective event. The full team includes staff employed by EICSF on a year round basis and additional appointments to deliver the Summit, comprising:

Edinburgh International Culture Summit Foundation staff:

- Programme Director
- Policy Advisor
- Executive Producer
- Programme Manager
- Programme Assistant
- Communications Manager

Additional Summit delivery staff:

- Partner Liaison Co-ordinator
- International Delegate Co-ordinator
- Delegate Liaison Manager
- Delegate Liaison Officer
- Logistics Manager
- SGSAH Programme intern
- Volunteer Co-ordinator
- Sponsor Liaison Manager
- Events Manager

In the run up to the event, additional personnel are recruited including: Delegate Aides, Programme Aides, Logistics and Ticketing Support. The Delegate Liaison Manager will be also required to liaise with Summit Partners and their staff, as necessary.

Specific Responsibilities include:

- Assisting in the recruitment of Delegate Liaison Officer
- Liaising closely with the International Delegate Co-ordinator, based at the British Council and with the Scottish Government Cultural Relations Team, as required, to identify cross-cutting cultural diplomacy issues
- Responding to queries from Ministerial delegations, British Council in-country Directors and/or Embassies
- Ensuring Scottish Consular Corps are adequately briefed
- Overseeing accommodation and transport arrangements for delegations in conjunction with the International Delegate Liaison Coordinator and Delegate Liaison Officer
- Overseeing the production of the Delegate brochure and associated materials as delivered by the Delegate Liaison Officer
- In collaboration with the Partner Liaison Co-Ordinator and Summit Partners, undertake a review of the bilateral meeting opportunities for Ministers and assist in the delivery of a bilateral meeting framework

As a member of the Summit Delivery Team, responsible for:

- working with the Executive Producer on the delivery of Summit 2018 and to keep abreast of progress, highlighting any concerns and slippage across a range of activity, including: comms, operations (security, resilience, transport), delegation management, volunteer management, programme development and budget control;
- liaising with staff in partner organisations to ensure the successful delivery of Summit 2018 through the maintenance of constructive working and goodwill;
- contributing to the evaluation process and post-Summit reporting;
- contributing to the recruitment and briefing of Delegate Aide volunteers, alongside the Volunteer Co-ordinator;
- Delivering on the mission and objectives set by partners.

PERSON SPECIFICATION

Knowledge, Skills and Experience

Essential: Knowledge of International Relations
Experience of working with international colleagues
Experience of collaborative and partnership working
Line management experience
Excellent interpersonal skills
Strong written and verbal communication skills
Strong attention to detail
Reliability and flexibility
An ability to work under pressure and adhere to strict deadlines

Desirable: Knowledge of Cultural Policy
Experience of delivering international events
Experience of working with multiple partners
Previous experience of working with volunteers

Contract: Temporary 7 month contract – dates to be agreed (February to September 2018)

Salary: £32,000 - £36,000p.a. (according to experience, paid on a monthly basis)

Working patterns are up for discussion but this is essentially a full time contract. Office space will be provided in central Edinburgh and/or at the Scottish Parliament. You will be required to work as necessary for the fulfilment of your duties and will be responsible for your own tax and National Insurance, as a freelance contractor.

Expressions of interest: by CV and covering letter to ben.spencer@eicsf.com
(Please also note where you found out about this opportunity)

Closing date: 1pm, Friday 1 December 2017

Interviews: w/b 11 December 2017