

Volunteer Team Leader



Overview

[The Big Bang UK Young Scientists & Engineers Fair](#) is the largest celebration of science, technology, engineering and maths (STEM) for young people in the UK. Everything we do is aimed at showing young people (primarily aged 7-19) how many exciting and rewarding opportunities there are out there for them with the right experience and qualifications.

- Where: The NEC, Birmingham
- Dates: 11 – 14 March 2020
- Time: 8am – 4pm
- Contact: Laura Mwangi, Community Engagement Manager (volunteers@thebigbangfair.co.uk)

Why do we need you?

The Big Bang Fair needs you to share your time and energy to help ensure our teams are offering useful guidance to our visitors and volunteers and welcome them to the event. We need you to support the event logistics to ensure everything runs smoothly.

With over 80,000 visitors in 2019, The Big Bang Fair simply couldn't run without the support of our amazing volunteers. We need over 400 volunteers for next year's Fair. As a team leader, you would need to be available to volunteer **a minimum of 3 days but, ideally, the 4 days of The Fair.**

We need team leaders to motivate and support our teams of volunteers. Our team leaders play a crucial role in helping us deliver a **smooth and unique experience for both visitors and other volunteers.**

What activities will you be involved in?

This is a public-facing role. It is an exciting opportunity for a motivated individual looking to support a large-scale event within a busy and fun environment and team.

- Working closely with the staff to effectively manage volunteers.
- Supporting the volunteer on-site briefing on the day.
- Meeting volunteers upon arrival, register and brief them and rotate them where necessary.
- Being the link between staff and volunteers improving our communication channels.
- Supporting your team and carrying out your specific volunteering role (**events, activities and careers**).

What skills and abilities are we looking for?

This is a **leadership and people management** role. The ability to communicate, motivate and manage volunteers effectively is essential. We are looking for individuals who can motivate and inspire others, enhancing their performance at the Fair.

- Welcoming and polite manner towards visitors and volunteers.
- **A cheerful and out-going personality.**
- Willingness to help with a variety of tasks.
- **Communication and organisational** skills and the ability to work in a busy environment.
- Although planning is important, you will need to be flexible, as the essence of event management is that the unexpected may happen. The ability to show initiative and to switch task at short notice when directed to do so is essential.

This role involves being on your feet and moving around the sizeable show floor. If you have any questions about this requirement, please do not hesitate to contact us as soon as possible so we can discuss any reasonable adjustments.

View our volunteering and diversity and inclusion policies [here](#).

What can you gain from this opportunity?

- Having a rewarding experience making a difference to young people and inspiring them.
- Showing them how their studies could lead to a career as a STEM professional.
- Extensive networking opportunities, joining an enthusiastic team of people.
- Practical and hands-on experience in an exceptional educational event, enjoyed by visitors of all ages.
- **Develop your leadership skills in a friendly environment.**

Most importantly, you will have a fun day!

Is there any training?

We aim to give all our volunteers a unique experience at the Big Bang Fair. We will provide you with training and support throughout your volunteering role:

- **A half-day training** at the Big Bang kick-off meeting on the 14th of January 2020 at The NEC (face-to-face).
- Role specific **briefing** about The Fair for team leaders at the end of February (30 mins, online).
- Volunteer **handbook** and team leader pack.
- **On-site briefing** on the day (30 mins, face to face). Arrival at 7.30 am for a prompt start at 8 am.
- On-site support and supervision from the Volunteering team.

What are the next steps?

Please read the requirements for this role carefully.

To apply, please complete the online application form [here](#).

New applicants for the team leader role will be contacted for a pre-selection call, after which successful applicants will be invited to attend the kick-off meeting at the NEC (Birmingham). If you volunteered as a team leader in March 2019, we would also like to have a chat with you over the phone before confirming your role.

