

Debate Mate

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Person Specification – Assistant Programme Director

Essential

Background Knowledge & Understanding

- o Understanding and knowledge of debating
- o Belief in the value of debating as a mechanism for delivering key skills to young people
- o Ability and desire to work with young people of all abilities
- o Experience and understanding of schools' level debating, especially the competition element.

Organisation & Project Management

- o Well organised; able to prioritise and manage time effectively to achieve goals within deadlines.

Communication & Relationship Mangement Skills

- o Able to build and maintain strong relationships at all levels, internally and externally, including:
 - External stakeholders and other third parties
 - Debate Mate colleagues and university mentors
 - Heads, teachers and school administrators
 - Students and young people involved in the programme
- o Able to communicate effectively with a range of audiences, both verbally and in writing
- o Able to produce written work to a high standard of accuracy
- o Strong teaching/ training skills
 - Able to effectively carry out the teaching role of a mentor
- o Able to promote the programme, recruit and inspire mentors and students to get involved with Debate Mate programmes.

Collaboration

- o Strong team player, willing and able to support other members of the team as required
- o Accept direction when working towards a common goal, and able to take initiative when required

IT skills

- o Computer literate and proficient in Word, Excel, PowerPoint and email applications
- o Strong understanding of social media.

Desirable

- o Experience of competitive debating
- o Mentoring experience

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- o Experience of working with young people from a range of social groups, particularly those from disadvantaged backgrounds
- o Keen interest in attending schools competitions and mentoring students on the Graduate Programme.