



JOB DESCRIPTION - Programme Director | Debate Mate Online

Job Title: Programme Director | Debate Mate Online (1 year FTC with option to extend)

Reporting to: Group Director of Operations; Head of Education and CEO

Responsible for: Overseeing Debate Mate mentors and the online virtual debate clubs, and other programmes as and when required

Main Objectives:

- To ensure the overall effective development and delivery of Debate Mate's virtual programmes
- Assume primary responsibility for the development and delivery of Debate Mate's Online virtual programmes when necessary
- To represent, develop and promote the Debate Mate brand
- To support the Senior Programme Director and wider DMO team

Context

Debate Mate is a social enterprise and different parts of the business work with different audiences / clients, with the overall aim to improve social mobility and teach key life skills to disadvantaged young people. At its core Debate Mate Schools, the charity, runs after-school debating clubs in areas of high child poverty, delivered by students from the top universities as mentors; these programmes Debate Mate delivers a range of innovative, cutting-edge educational programmes that focus on developing communication skills, leadership, critical and creative thinking, teamwork and self-management, as well as building confidence, resilience and self-esteem. Debate Mate Limited delivers communications training to organisations and corporations across the world and has grown exponentially in the last 5; clients include Deloitte, UBS, the Premier League, Slaughter and May among others.

Debate Mate Online is the newest arm of Debate Mate and currently runs virtual debate clubs for students across the globe. Bourne out of the recent pandemic, this growing business has gone from 20 clubs in 2020 to over 80 clubs in summer 2021. Debate Mate Online also designs and delivers bespoke student training courses to schools and organisations in the UK and abroad.

Key Areas of Responsibility:

1. Mentor Recruitment (UK and International)

- Supported by the Senior Programme Director, plan and coordinate the recruitment of mentors in the UK and internationally
- Ensure recruitment of diverse and capable mentors



- Plan and implement strategies for successful mentor recruitment
- Work with the social media team to recruit via appropriate channels
- Continuously review and adapt strategies to ensure targets are met

2. Mentor assessment, training and development

- Effectively support the team to ensure mentors are well trained
- To develop, coordinate and deliver mentor assessments
- To develop, coordinate and deliver mentor training sessions
- To ensure assessment and training materials are up to date, amending and improving where necessary
- To ensure all mentors have DBS checks
- To ensure the continual development of mentors (judging training, drop ins to sessions, feedback, on-going support)

3. Assisting in the development and delivery of the DMO virtual programmes

- Ensure the smooth running of the weekly debate clubs and delivery of the programme
- Ensure the success and quality of the programme
- Attend the weekly DMO meetings as required
- Developing and updating the DMO curriculum including resources for the Online Portal
- Managing and communicating with mentors regularly
- Allocation and management of mentors for all DMO programmes
- Helping to coordinate DMO competitions, mentors and Graduation Ceremonies

4. Assisting Senior Team with Delivery and Development of DMO Programmes

- Attending meetings with external clients when required
- Assisting with any additional tasks in the running of the programme that are reasonable with the job specification
- Assist with the communications to parents / mentors