



JOB DESCRIPTION

Job Title	Director - Education UK (1 year FTC with option to extend)
Reporting to	Group Head of Education, Group Director of Operations, Executive Director & CEO

Objectives

- To ensure the overall effective delivery of Education UK training programmes
- To support Debate Mate Core Programme events, including Launch, UDL, mentor recruitment, mentor training etc.
- To represent, develop and promote teacher training programmes, student training programmes, bespoke programmes and the Debate Mate brand

Context

Debate Mate runs after-school debating clubs in areas of high child poverty, delivered by students from the top universities as mentors. 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. Current Debate Mate programmes include:

- Core Programme: Debate clubs in schools, the Urban Debate League and Debate Mate Cup, working with pupils in Years 5 – 10
- Virtual Debate Programme: Working with schools to deliver an online programme to students in Years 5 - 10
- Debate Mate Graduate School: Working with Year 10 – 13 pupils, including Saturday school, competitions and supporting older students in delivering community projects
- Debate Mate Plus: A programme that includes debate training, careers and UCAS advice, employer interactions and access to work placements / internships
- Debate Mate Accelerate Programme: Debate clubs focused on students deemed at risk of exclusion or with academic, behavioural or social needs
- DebateBox: An innovative behaviour intervention programme to engage students through debating and boxing
- Education UK Programmes, which include bespoke student and CPD training for teachers
- Debate Mate Jamaica: Working with teachers and students to deliver a bespoke programme
- Debate Mate International Summer Programmes: Condensed three week programmes in Nepal, Kenya and Rwanda

Debate Mate is a registered charity and Education UK is the 'profit-making' side of the charity. Its purpose is to generate income from 'for-profit' training services, which in turn are used to develop the long term sustainability of DM's charitable activities. Education UK programmes include:



Student Training

These programmes adapt the resources from the Debate Mate Core Programme and are designed to fit the needs of the school, or group of students. Programmes are designed for students' age and ability and take place over a half-day, day or series of days, at schools across the UK. Programmes usually build towards a competition for the participants and aim to expedite the outcomes of our Core Programme. These are delivered in-person or virtually.

Teacher Training

These are CPD workshops led by the Debate Mate education team. The programmes introduce teachers to the activities and methodology behind DM Core Programme and prepare teachers for administering debate clubs in school themselves. Education UK also trains teachers how to run competitions within their schools and adapt our activities to fit their schemes of work and subject specialism. Workshops are offered at Debate Mate HQ in London, or at schools in other UK regions or virtually.

Partnerships

Education UK delivers bespoke workshops to students or teacher training to non-schools, i.e. universities, charities, organisations, corporates and so on, and in particularly bespoke options for schools. Education UK works with external partners on these programmes (for example Newham Council, The Economist Foundation, Intelligence Squared, the Bill and Melinda Gates Foundation, Comic Relief, UBS, Deloitte, Goldman Sachs etc.), to create innovative and specialised programmes to meet the aims of the organisation.

Key Areas of Responsibility:

1. Delivery of Education UK Training Programmes

- Developing an in-depth knowledge of the core Education UK training programmes and events e.g. the East London Programme, our Boardroom to Classroom programme, plus the bespoke training possibilities available to clients
- Coordinating booked training programmes, including co-ordination of resources, trainers/mentors, liaising with clients on course logistics, timings, literature, invoicing, catering arrangements, evaluation and follow up with clients
- Building effective working relationships with client-side administrators and co-ordinators
- Answering existing and prospective client queries
- Identifying areas for administrative improvement and finding practical and cost effective and efficient solutions to client issues
- Maintaining detailed records of training proposals and delivered courses/client history files
- Monitoring training evaluation and feedback, identifying trends and reporting on issues arising to senior team
- Reporting regularly to the senior team and other relevant stakeholders, as required

2. Contributing to the Development of Education UK Training Programmes

- Drafting proposals for clients that fulfil their objectives and meet client training needs
- Develop both Core and bespoke training propositions for clients



- Continuously review and improving the content and delivery of Education UK programmes, with both the DM and Education UK teams, mentors and other interested parties
- Develop high quality resources
- Build and manage relationships with commercial clients and educational establishments
- Build and manage relationships with external partners
- Seeking out and generating new business for Education UK

3. Sales, Marketing and Networking

- Monitor Education UK sales against annual targets
- Proactively seek business opportunities and 'up-sell'
- Helping convert cold and warm pipeline prospects to paying clients
- Proactively raising the commercial Education UK brand proposition with schools and organisations who might be interested in paying for Education UK services
- Maximising opportunities for corporate/paying clients to consider DM as part of their CSR giving portfolio/becoming Platinum 100 Breakfast members etc.
- Contributing to the development and improvement of the Education UK website page and online resources, and mindfully engaging with social media to communicate with key stakeholders (as appropriate)
- Ensuring all aspects of the Education UK training programme are developed, communicated and delivered in keeping with the overall ethos of the DM brand
- Acting as a DM and Education UK ambassador at all times
- Attending and helping raise the profile of the DM brand at networking and similar events

4. Management

- Effectively support the senior team to manage staff working on Education UK programmes
- Help manage the junior staff, interns and any support staff/contractors where necessary.
- Ensuring all aspects of the Debate Mate programme are conducted in keeping with the overall ethos of Debate Mate and consistent with the brand.
- Regular performance and quality reporting to the Group Head of Education, Group Director of Operations, Executive Director, CEO and other relevant stakeholders, as required.