



## JOB DESCRIPTION

**Job Title:** Associate, Debate Mate Limited (2-year trainee programme)

**Reporting to:** Managing Director, CEO, Chair

**Salary:** £25,000 - £30,000 (depending on experience)

### Objectives:

- To learn, and thoroughly understand, all aspects of Debate Mate Limited's products and services
- Manage client relationships
- End-to-end project management of our services
- To understand how to effectively sell Debate Mate Limited's services, and leverage existing client relationships
- To represent, develop, and actively promote Debate Mate Limited.

Debate Mate Limited provides world-class communication and leadership training, executive coaching, engagement events, and consultancy for the business world. Our unique methodology is based on the fundamentals of competitive debating, and our programmes are delivered by young, dynamic, and fearless mentors - the majority of whom were themselves Debate Mate students. We have worked with over 5,000 professionals from blue-chip companies across the world including Goldman Sachs, the Premier League, and HSBC, increasing the capacity of individuals and teams and, ultimately, adding to our clients' bottom line. By working with the business professionals of today, we are able to grow the business leaders of tomorrow.

### Our Approach

Debate Mate's approach to communication and leadership is unique for a number of reasons, key among which is that we use debating as the basis of our methodology. As highlighted in all of our workshops, debating is a discipline that not only promotes effective public speaking but fundamentally requires active and mindful listening. Developing this side of communication is something Debate Mate prides itself on and, when employed correctly, can lead to a decrease in conflict, more effective relationship management, and an increase in constructive challenge and dialogue.

Our approach to professional development is rooted in the idea that it is the *human* skills of communication, critical and creative thinking, empathy, resilience, compassion, and confidence that will continue to set individuals and organisations apart. Our training focuses on developing the *whole* human – which is why it has proven so successful across various industries, backgrounds, countries, levels of seniority and roles. The ability to communicate is fundamental to the ability to lead, but beneath communication and leadership lies confidence – and not just a confidence to speak in public, but a *core* confidence that enables you to thrive in whatever you choose to do.

In response to the pandemic and the change to the world of work, our training is focused on equipping participants with a skill set that will enable them to thrive in the virtual, live, and hybrid workplace environments. We understand the principles of communication and leadership that transcend the office / remote-working circumstances, but more than that - we are actively preparing our participants for all three environments so that they are able to deal with each as they present themselves. Our training is future-facing and - unlike many other providers - not limited to the here and now.

Current Debate Mate Limited offerings include:

- Leadership and communication training Workshops, Masterclasses, Webinars, and Seminars - delivered online or in person
- Interactive Showcase Events & Debates, typically included as part of large-scale conferences or company away-days
- Executive Coaching
- Innovative volunteering opportunities working alongside our charitable partner Debate Mate Schools – the most popular being our *Classroom to Boardroom* Programme.

Debate Mate Limited Registered Company no. 8663430

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## About this role:

This is an entry-level role, suitable for someone at the early stage of their career who is looking to join an exciting young team to build a growing start-up business. In addition, this role is purpose driven with our charitable partner - Debate Mate Schools - being the force behind all of the work that we do with businesses. The candidate will be passionate about the skills that we teach and is also keen to develop skills in project management, business development, and their own communication and leadership skills. **We are looking for someone who sees a career with us, and is looking to grow alongside the business. In order to maximise the opportunities available in this role the successful candidate will therefore be expected to commit to the role long term and for at least 2 years.** In year 1, the postholder will fulfil the responsibilities required in this Job Description (“Associate”). Following training in year 1, and provided that key milestones and performance targets are met, in year 2 the candidate will take on additional responsibilities.

As well as working for a dynamic and developing business, the postholder can expect to be supported in their first year in post to develop specific skills in the following areas:

- **Client relationship management** – with the opportunity to take responsibility for managing client relationships, particularly in year 2
- **End-to-end project management** – with opportunities to learn from other members of the team and take the lead on projects - both online, and in person
- **Communication skills** – with opportunities to develop verbal communication skills with individuals and groups through managing clients relationships, and via the delivery of our offerings, and written communication skills by having the opportunity to write proposals, copy for our website, and promotional materials
- **Teaching and Training skills** – ongoing opportunities to develop teaching skills through involvement in the delivery of Debate Mate Limited’s training offerings.

## Key areas of responsibility: Year One

### Understanding, developing, and supporting the delivery of Debate Mate Limited’s Offerings

- Assisting with building & managing relationships with clients, and assisting with the coordination of DML offerings
- Co-facilitating delivery of DML training sessions and events
- Assisting with the end-to-end project management of training and events
- Supporting and coordinating facilitators for Debate Mate Limited training sessions and events
- Working with the wider team regarding training and recruitment of facilitators
- Continuously reviewing and improving DML offerings with the DML team, facilitators and other interested parties
- Assisting the senior team with product development for DML offerings
- Assisting with the development of resources for clients
- Raising the profile of, and actively promoting, Debate Mate Limited.

## Key areas of responsibility: Year Two

*Provided performance targets in Year 1 have been achieved*



## Management and Delivery of Debate Mate Limited's Offerings

- Building, managing, and leveraging relationships with clients
- Delivery of DML training sessions and events
- End-to-end project management of DML training and events
- Coordinating facilitators for Debate Mate Limited training sessions and events
- Working with the wider team regarding the training and recruitment of facilitators
- Continuously reviewing and improving DML offerings with the DML team, facilitators and other interested parties
- Working with the team to develop high quality resources for DML offerings
- Raising the profile and actively promoting Debate Mate Limited