



PERSONAL SPECIFICATION

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

Essential

Background Knowledge & Understanding

- Belief in the value of debating as a mechanism for delivering key skills
- Ability and desire to work with people of all abilities, from a range of ages and diverse backgrounds

Organisation & Project Management

- Well organised; able to prioritise and manage time effectively to achieve goals within deadlines
- Project management skills: able to deliver all aspects of a project from start to finish, including tracking, monitoring, review, evaluation and reporting

Communication & Relationship skills

- Able to build and maintain strong relationships at all levels, internally and externally, including:
 - Clients and other third parties
 - Debate Mate colleagues and facilitators
 - Students and young people involved in the Debate Mate Schools programme
- Able to communicate effectively with a range of audiences, both verbally and in writing
- Able to produce written work to a high standard of accuracy
- Able to promote Debate Mate Limited's offerings

Team Working

- Strong team player, willing and able to support other members of the team as required
- Excited by the possibility of developing leadership skills over the two years of the Associate training programme
- Flexible and agile in approach to working with the team and clients

IT skills

- Computer literate and proficient in Video Conferencing programmes (Zoom, Microsoft Teams etc), Word, Excel, PowerPoint and email applications.
- Understanding of social media and different communication methods

Desirable

- Teaching / training / facilitation skills
- Experience delivering Debate Mate programmes either with young people or adults
- Graphic design and video editing skills
- General marketing experience