

# Debate Mate

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## JOB DESCRIPTION

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**Job Title:** Assistant Programme Director (Full time, 10+ month Fixed Term Contract)

**Reporting to:** Director of Programmes, Executive Director, Group Director of Operations, & CEO

**Responsible for:** Assisting Programme Directors and others involved with the Debate Mate programme as and when required

**Location:** London, Brixton

**Salary:** £21,000 pa

The nature of tasks allocated may change as the year proceeds. We would like the candidate to be flexible and open to this.

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### Objectives:

- To assist in the overall effective development and delivery of Debate Mate programmes
  - To assist with the development and delivery of individual Debate Mate programmes when necessary
  - To oversee the delivery of the Debate Mate Graduate School programme
  - To represent, develop and promote the Debate Mate brand.
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### 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 which 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 (and virtually), the Urban Debate League and Debate Mate Cup, working with pupils 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

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- Debate Mate International Summer Programmes: Condensed three-week programmes in Nepal, Kenya and Rwanda.

## **Key Areas of Responsibility:**

### **1. Development and Delivery of Programmes**

- Assisting Programme Directors to deliver programmes and weekly debate clubs
- Assisting Programme Directors with the virtual delivery of programmes
- Assisting in the training, supporting and coordinating of mentors for weekly debate clubs
- Co-ordinating entrance and attendance to national competitions for the Graduate School students
- Overseeing the delivery of the Graduate School programme
- Mentoring students at the Graduate School on Saturday mornings (time in lieu will be granted for this)
- Continuously reviewing and improving programmes with the Debate Mate team, mentors and other interested parties
- Assisting in the development of high-quality teaching resources
- Raising the profile of the Debate Mate brand
- Contributing to the development and improvement of the Debate Mate website, social media and online resources.

### **2. Management**

- Effectively support the Director of Programmes, Head of Operations and Programmes, and the Programme Directors
- Assume responsibilities for the development and delivery of individual Debate Mate programmes where necessary
- Regular performance and quality reporting to the Group Director of Operations and Head of Operations and Programmes, and other relevant stakeholders, as required
- Office administration duties including reprographics and collating resources.