



Person Specification – Assistant Programme Director

Essential

Background Knowledge & Understanding

- Understanding and knowledge of debating
- Belief in the value of debating as a mechanism for delivering key skills to young people
- Ability and desire to work with young people of all abilities
- Experience and understanding of schools' level debating, especially the competition element.

Organisation & Project Management

- Well organised; able to prioritise and manage time effectively to achieve goals within deadlines.

Communication & Relationship Management Skills

- Able to build and maintain strong relationships at all levels, internally and externally, including:
 - External stakeholders and other third parties
 - Debate Mate colleagues and university mentors
 - Heads, teachers and school administrators
 - Students and young people involved in the 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
- Strong teaching/ training skills
- Able to effectively carry out the teaching role of a mentor
- Able to promote the programme, recruit and inspire mentors and students to get involved with Debate Mate programmes.

Collaboration

- Strong team player, willing and able to support other members of the team as required
- Accept direction when working towards a common goal, and be able to take initiative when required.

IT skills

- Computer literate and proficient in Word, Excel, PowerPoint and email applications
- Strong understanding of social media.

Desirable

- Experience of competitive debating
- Mentoring experience
- Experience of working with young people from a range of social groups, particularly those from disadvantaged backgrounds
- Keen interest in attending school competitions and mentoring students on the Graduate Programme.