PERSON SPECIFICATION

Job title: Gap Year Student Assistant (6+ Month Contract)

Essential

Background Knowledge & Understanding
- Understanding and experience 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 competition

Organisation & Project Management
- Well organised; able to prioritise and manage time effectively to achieve goals within deadlines

Communication & Relationship 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 mentors
  - Heads, Teachers and schools
  - 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 train teachers to teach debating
  - Able to effectively carry out the teaching role of mentors
- Able to promote the programme, recruit and inspire mentors and students to get involved with the Debate Mate Programme

Team Working
- Strong team player, supportive to other members of the team
- Accepts direction when working towards a common goal, but is also able to work on own initiative when required.

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

Desirable
Experience as a Debater
Teaching experience
Experience of working with young people from a range of social groups, particularly those from disadvantaged backgrounds
Keen interest in attending schools competitions and mentoring DM Plus students
JOB DESCRIPTION

Job title: Gap Year Student Assistant (6+ Month Contract)

Reporting to: Educational Development Director and Chief Executive

Responsible for: Mentors and others involved with Debate Mate programme as and when required

Objectives:
- To assist in the overall effective development and delivery of Debate Mate programmes
- Assume responsibilities for the development and delivery of individual Debate Mate programmes when necessary
- To represent, develop and promote the Debate Mate brand

Debate Mate is a charity that uses debating to deliver key skills to young people in areas of high child poverty. Focussing on developing communication, interpersonal and higher order thinking skills, and building confidence and self-esteem, Debate Mate uses university students debaters to deliver a range of innovative educational programmes.

Debate Mate works with young people of ALL abilities, providing opportunities to children in some of the UK’s most challenging schools.

Current Debate Mate programmes include:
- Core DM Programme: Debate Clubs in schools, Artemis Urban Debate League at the House of Lords and Deutsche Bank Debate Mate Cup, working with pupils in Years 5 – 10
- DM Curriculum Programmes: Debating in core curriculum time
- DM Plus – working with ‘elite’ and Years 10 – 13 pupils, including Saturday school and competitions
- DM Entrepreneurs programme – pupils in Years 12 – 13, focussing on entrepreneurial skills through debating
- DM Women’s Leadership programme – pupils in Years 10 + providing exposure to successful women in key industries
- DM in USA, Nepal, Israel, UAE, Jamaica, Rwanda and Zambia
- DM International Summer Programmes around the world
- Attorney General’s Youth Network programmes
- Advanced Programme – supporting older students to lead Debate Mate in their schools
- Teacher and Student Training for Profit

Future Programmes will include:
- DM in detention clubs
- DM Premier League Programme
- DM in Youth Offenders Institutes
- DM and The Economist Schools Programme
- DM and Young Mayor of Newham Programme
Key areas of responsibility:

Development and Delivery of Programmes

- Building and managing relationships with school, coordinating DM programmes and weekly debate clubs
- Training, supporting and coordinating mentors for weekly debate clubs
- Co-ordinating entrance and attendance to national competitions for the DM Plus students
- Continuously reviewing and improving DM programmes with the DM teams, mentors and other interested parties
- Assisting in the development of high quality resources
- Raising the profile of the DM brand
- Assist in the development and delivery of effective training programs for teachers, Teach First and others
- Contributing to the development and improvement of the DM website and online resources

Management

- Effectively support the Educational Development Director and Programme Directors
- Assume responsibilities for the development and delivery of individual Debate Mate programmes when necessary
- Regular performance and quality reporting to the Education Development Director, Chief Executive and other relevant stakeholders, as required
- Office administration duties including reprographics and collating resources

Applications: please email jess@debatemate.com for more information.