The English-Speaking Union

Job Description

JOB TITLE: Speech and Debate Projects Officer
REPORTS TO: Speech and Debate Research and Development Team Leader

OVERVIEW

• Co-responsible for running structural and one-time speech and debate projects and programmes through administrative and creative support
• Help deliver training sessions in the various Speech and Debate projects and programmes
• Provide support for impact measurement of projects and programmes

RESPONSIBILITIES

• Provide administrative and creative support in the implementation of Speech and Debate projects and programmes
• Develop new speech and debate projects working with the Director of Charitable Activities and the Speech and Debate Research and Development Team Leader.
• Assist in the development and growth of the ESU Mentor Community
• Assist in the implementation of international Speech and Debate work
• Support the work of the Speech and Debate team as necessary including judging, coaching and administration.
• Maintain relevant sections of the ESU website.

SPECIFIC SKILLS AND EXPERIENCE

Essential

• Graduate calibre with excellent interpersonal skills.
• Good public speaking and ambassadorial skills.
• At least two years of knowledge/experience of debating and public speaking in England and Wales or overseas at Schools and/or University level.
• Passionate about introducing Speech and Debate to all areas of society
• Excellent IT skills and experience of Microsoft Office and Excel and the use of social media.
• Excellent organisational skills.
• Editorial and reporting skills.
• Independent, proactive work ethic.
Desirable

- Since the ESU is an international organisation, knowledge of a foreign language will be an asset.
- Experience of working in a membership organisation.
- Experience of teaching or coaching debating and public speaking
- Volunteering experience.
- Knowledge of the UK educational system.
- Affinity with working in a high-pace work environment with varying external contacts

Generic Qualities

- To support and promote the charitable objectives of the ESU.
- To act as an ambassador for the ESU in all dealings with external bodies.

HOURS OF WORK

Normal hours of work are thirty five hours per week. Evening and weekend work will occasionally be required. Reasonable TOIL will be given to compensate out of hours work in agreement with the Director of Charitable Activities.

LOCATION

The location of work is at the ESU headquarters at Dartmouth House, 37 Charles Street, London W1J 5ED, although there may be a need to work at other ESU locations from time to time as the job requires. Some overseas travel may be occasionally required.

SALARY

In the region of £22,000 - £23,500, depending on experience.

The post is offered as a 9 month contract with the possibility of extension.

NOTE

This Job Description is not a contract but is provided for an employee’s guidance on the way in which the duties of the post are to be carried out. The content of the Job Description may change from time to time and the employee will be consulted over any substantial changes.

As a term of employment you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the ESU.