



# ENGLISH-SPEAKING UNION

discovering voices

## ESU Volunteering Positions

### Volunteer description & person specification

Volunteer position:	<b>ESU-Performing Shakespeare Competition Coordinator</b>
Reporting to:	ESU Performing Shakespeare Competition Lead Organiser
Hours of work:	1 hour training and reading guidance 12 hours over the course of an academic year
Location: We are specifically looking for coordinators in these areas. However, please let us know if you live elsewhere and are interested in the role.	<b>London;</b> <b>Manchester and surrounding areas;</b> <b>Newcastle &amp; Durham;</b> <b>Birmingham;</b> <b>North Wales;</b> <b>Derby/ Loughborough / Leicester area;</b> <b>Plymouth;</b> <b>Cornwall</b>  Travel will be required

The ESU Performing Shakespeare Competition allows young people (age 11-14) across England and Wales to practise their oracy and drama skills. Join our team of committed regional volunteers who run the competition across England and Wales.

### Overview

To organise and run one area final of the ESU Performing Shakespeare Competition (age 11-14) by communicating with schools and ESU staff.

### Responsibilities

- Coordinate venue and date of area final within the parameters set by the Lead Organiser (area finals are held between March and May)
- Contact and confirm suitable volunteer judges. Ensure they have been fully briefed and undertaken the ESU's online training course for judges
- Communicate venue and timings with local participating schools (all speech topics provided by ESU staff)

**International Headquarters:** Dartmouth House 37 Charles Street London W1J 5ED +44 (0)20 7529 1550 [www.esu.org](http://www.esu.org)

**Patron:** HM The Queen **President:** HRH The Princess Royal KG KT GCVO

**Chairman:** The Rt. Hon. The Lord Boateng **Deputy Chairmen:** Derek Morgan, Dr Tony Wood **Director-General:** Jane Easton

English-Speaking Union of the Commonwealth, incorporated by Royal Charter, is a Registered Charity No. 273136

- Print off programmes, certificates and judge mark sheets for the event (all provided by the ESU)
- Promote the competition to schools within your area and encourage them to register
- Support and promote the charitable objectives of the ESU, acting as a representative for the organisation
- Adhere to the ESU's equity policy and safeguarding guidelines
- To work collaboratively and professionally with school teachers and ESU staff
- To positively promote and encourage schools and young people to participate in future competitions
- Attend events punctually and to seek ESU staff support immediately should any concerns or issues arise

## Person specification

### *Essential*

- Commit to a minimum of one academic year
- Complete and pass the online Performing Shakespeare judge's training
- Ability to communicate effectively with young people, peers and colleagues
- Access to a vehicle, or willingness to travel by public transport
- Interest in promoting oracy/performance skills in young people

### *Desirable*

- Experience in organising events
- Experience in performance, theatre or drama OR contact with people who do
- Previous participant in ESU programmes/competitions

## The English-Speaking Union

The English-Speaking Union delivers education programmes and competitions across England and Wales that enable a wide range of young people to 'discover their voice'. Central to our mission is a commitment to working with schools and young people to narrow gaps in opportunity and achievement.

Most competitions are judged by ESU volunteers who are based regionally and allow us to reach more young people across England and Wales.

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## Note

This job description is not a contract but is provided for a volunteer'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 volunteer will be consulted over any substantial changes. As a volunteer, you may be required to perform work not specifically mentioned above commensurate with the scope of your role within the ESU.

The ESU is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all employees and volunteers to share this commitment. All appointments are subject to satisfactory pre-employment checks, including identity checks and signing of a volunteer agreement and the ESU's code of conduct.

## To Apply

Please apply by completing our [ESU Volunteer Application Form](#) and email it to [volunteering@esu.org](mailto:volunteering@esu.org). Do also get in touch with any questions or clarifications about the position by calling Matthew on 020 7529 1587.