



## ENGLISH-SPEAKING UNION

discovering voices

### THE ENGLISH-SPEAKING UNION Job Description

Job Title:	ESU Ambassador
Contract type:	Variable hours contract
Hours of work:	Working hours are flexible (11 contracted hours) £15.04 per hour (£16 with London weighting)
Salary:	
Location:	Based within specified region Working from home, however regular travel will be required
Department:	Education Programmes Team
Reporting to:	Senior Programmes Officer Delivery Staff

### Overview

- Support the growth and development of the ESUs reach across England and Wales
- Recruit, manage and support delivery staff for programmes and competitions
- Be the main point of contact for delivery staff
- Ensure all contact and availability information is kept up to date for delivery staff
- Be an ambassador for the ESU and promote ESU programmes at relevant external events
- Deliver ESU programmes and competitions, acting as an ambassador for good practice

### Recruitment and training:

- Meet relevant recruitment targets for recruiting delivery staff
- Build relationships with relevant university/other societies to communicate work opportunities and recruit suitable delivery staff
- Assist the Education Programmes Team in coordination and delivery of training days
- Monitor and assess the suitability and progress of delivery staff

### Delivery and support:

- Source delivery staff for bookings and ensure they are adequately prepared
- Provide regular support and supervision to delivery staff through support plans
- Regularly communicate with delivery staff using a variety of platforms
- Run and deliver ESU programmes and competitions
- Support the development, implementation and reporting of processes

**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

**Chair:** Professor James Raven LittD FBA FSA **Deputy Chairmen:** Derek Morgan, Dr Tony Wood **Director-General:** Jane Easton

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### Working with stakeholders:

- Promote ESU programmes and opportunities to external stakeholders
- Build connections with stakeholders in the region and where necessary deliver introductory presentations
- Attend relevant events to promote the ESU and regional work to ESU branches.
- Liaise with other ESU departments as and when required

### Specific Skills and Experience

#### Essential

- Experience working with young people
- Experience delivering educational workshops
- Experience coordinating volunteers/staff
- Based in selected region
- Excellent time management and prioritisation skills
- Ambassadorial and outreach skills
- Ability to communicate effectively
- Ability to build a rapport and work effectively within a team
- Have access to a vehicle, or willing to travel by public transport
- Available to work evenings and weekends

#### Desirable

- Trained as an ESU Senior Oracy Trainer (trainer position within the ESU)
- Experience working with Primary school students
- Experience training and / or delivering to teachers
- Experience in debating/public speaking and existing network of contacts
- Knowledge of the UK educational system

#### 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

Working hours are a minimum of 11 hours each month. Your maximum monthly working hours will be outlined and reviewed on a regular basis with your line manager.

Evening and weekend work may be required. Annual leave entitlement is pro rata.

### Location

Based at home within specified region, however regular travel will be required.

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