



Post Title: Debate Club Coordinator (PT)

Responsible for: Volunteer Debate Coaches

Reporting to: Programmes Manager

JOB AIM:

The Debate Club Coordinator is responsible for the delivery of IDEA's debate education programmes including the World Debate Club in Further Education Colleges, Schools and Youth Clubs across the UK.

- Programme development, quality and continuous improvement of IDEA including the development of Schemes of Work and Lesson Plans to support our core training programme.
- Support new business development to further enhance the programme and ensure sustainability.
- To deliver Train the Trainer workshops and Debate Workshops to volunteers, tutors and beneficiaries.
- To recruit and manage Volunteer Debate Coaches to ensure the World Debate Club achieves its social impact.
- To manage and coordinate the World Debate Club league and iDebate World Championships.

MAIN DUTIES AND RESPONSIBILITIES:

Managing Performance

- To Lead and performance manage our debate programmes to ensure Key Performance Indicators and funders targets and timescales are met.
- To ensure IDEA provides ongoing support to trainers and volunteers via hosting a monthly best practice forum.
- To liaise with the offices in the IDEA Network to ensure each term there is an international debate via video conferencing for each participating school or college in World Debate Club.

Communication

- Developing and facilitating effective communications underpinned by robust systems to ensure a seamless flow of information across all stakeholders.
- Collating all appropriate information and producing management reports to enable stakeholders to meet contractual requirements and facilitate informed decision-making and continuous improvement.
- Establishing relationships with key stakeholders within the sector to promote IDEA as sector leader so as to maximise business opportunities.
- To support IDEA in the identification & pricing of corporate training needs for full cost delivery.



Partnership Working

- To lead on corporate employer engagement – to influence IDEA programme development ensuring our course offer meets the needs of corporates, that we source corporate Volunteer Debate Coaches and raise funds via corporate donation.
- To implement a marketing strategy maintaining current relationships and increasing new areas of business.
- To work proactively to develop, maintain and improve contacts with employers, education providers and training organisations inc. Colleges and Youth Services.
- Actively network with all relevant agencies and stakeholders, where there is a benefit to the IDEA and the programmes we offer

Quality

- Ensure all programmes meet internal and external quality standards and best practice for volunteering programmes.
- To complete a yearly Self-Assessment Report and Quality Improvement Action Plan.
- Conducting quality audits & lesson observations on partners
- To report monthly on activities to the Programmes Manager and to ensure all volunteers comply with monitoring, funding and audit requirements.
- Support with preparation to be accepted as a subcontractor to Further Education Colleges to deliver debate education programmes including World Debate Club
- To maintain systems and collate evidence of events, trainings and spend each month.

Safeguarding

- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.

Required Experience

- Experience of debating, judging debates and coaching young people to debate in schools, colleges or university.
- Experience of developing and maintaining effective partnerships.
- Evidence of network building in a previous role.
- Evidence of project or programme management in a previous role.
- Results driven, dynamic, enterprising and flexible.
- Excellent communication skills, both verbally and in writing.
- Commitment to aims of the International Debate Education Association.

Desirable Experience

- Marketing and social media experience.
- Experience of working in either a school, university or education provider.



CONTRACT

Fixed Term until 31st December 2017

SALARY

£13,440 (part time) - Salary is paid monthly into bank account on the last Thursday of the month.

ANNUAL LEAVE

18 days per year plus all Bank Holidays normally observed in England & Wales

HOURS

3 days per week / 21 hours per week – occasional evening and weekend working.

PROBATION

All new staff are required to satisfactorily complete a probationary period of 6 months.

PENSION

Staff are entitled to participate in the Pension Scheme subject to its terms and conditions.