

Job description

Speaker Liaison

Job description

- Collaborate with your teacher and identify people who will be suitable speakers.
- Invite these speakers to the event by writing a letter.
(your teacher has a sample letter of invite for you to adapt)
- Follow-up to check the speakers can come to the event.
- Offer help to the speakers.
- Check that the speaker is well briefed about the event.
- Manage any crisis such as a speaker pulling out at the last minute.
- Write thank-you letters to speakers after the event.

Selection criteria

Essential skills and knowledge

- Good interpersonal and teamwork skills.
- Organisational and time management skills.
- Good written and oral communication skills.

Desirable skills and knowledge

- Ability to stay calm and manage unexpected changes.



Address the selection criteria

Speaker Liaison

Step 1. Planning to apply for the job

- **Read** the job description.
- **Read** the selection criteria.
- **Tick** those skills that you have.

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Step 2. Address the selection criteria

Read the example:

I meet all the selection criteria.

Essential criteria

I have good interpersonal skills. For example, I help in the library at lunchtimes and have to be helpful and welcoming.

I can organise how to do all my chores at home so that I finish them quickly.

I have good time management skills because I am never late to class.

My communication skills are good and I can phone my Dad's work and talk to him and his co-workers politely.

Desirable criteria

I can manage when my bus changes but I might have to take time at school to calm down before I start class.

Now write how **you** meet the selection criteria on a separate sheet of paper.

Write about each skill and knowledge listed in the selection criteria.

- Use headings.
- Write a sentence that says the skill that you have.
- Write a sentence about when you have used this skill.



Step 3. Write a covering letter

Read this example of a covering letter:

Dear Mr Smith,

My name is Peter Costello and I would like to apply for the Speaker Liaison role.

Please find attached a paragraph that explains how I meet the selection criteria and my resume.

I would really like to be considered for this role because I am good at mixing and talking to people on the phone.

Your sincerely,

Peter Costello

Now write **your** covering letter on a separate sheet of paper.

Write about:

- Who you are.
- What job you are applying for.
- What documents you are giving them.
- A sentence about why you will be good at the job.

Step 4. Make your job application



Put these 3 documents together:

- **Covering letter** that you have written.
- Your address to the **selection criteria**.
- Your **resume**.

Give your application to _____.



Event plan

As the _____, my job will be

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

