

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: You are good at working with other people.
- Organisational and time management skills: You are organised and do things on time.
- Good written and oral communication skills: You are good at writing and speaking to people.

Desirable skills and knowledge

- Ability to stay calm and manage unexpected changes.



Address the selection criteria

Speaker Liaison

Step 1. Think about the job

- Read** the job description.
- Read** the selection criteria.

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Selection criteria

Essential skills and knowledge

Skills you **must** have

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

Desirable skills and knowledge

Skills that are **good** to have

- Ability to stay calm and manage unexpected changes.

Read the selection criteria again

- Tick those skills that you have.



Step 2. Address the selection criteria

Look at this example:

I meet all the selection criteria.

Essential criteria

I have good interpersonal skills. For example, I help people in the library at lunchtime.

I organise and do all my chores quickly.

I can use good organisational skills when I use my phone to call my sister, mum, and dad.

Desirable criteria

I can keep calm when my teachers are sick.

1. Write the headings

2. You say the skill you have

3. The example

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:

Dear Mr Smith,

My name is Julie Harding and I would like to apply for the role in Event Promotion.

I have written how I meet the selection criteria and include my resume.

I would really like to be considered for this role because I am good at drawing.

Your sincerely,

Jule Harding

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 document.
- Your resume.

Give your application to your teacher.



My work plan

As the _____, my job will be

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

