# 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

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People who can help me

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