# Job description

Speaker Liaison

## Job description

* Work with your teacher and list the people who could be speakers.
* Invite these speakers to the event by writing a letter.

(your teacher has an invitation 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.

Job description

* Collaborate with your teacher and identify people who will be suitable speakers.
* Invite these speakers to the event by writing a letter.
* 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



Skills that 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.

* The 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:



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,

Julie 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

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People who can help me

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