



WORKSHOP PRESENTER

Job Description

Job Title: Workshop Presenter

Responsible To: Chief Executive

Job Purpose

To deliver workshops to groups of children and young people in schools and other appropriate educational establishments. The purpose of the workshops is to increase awareness of disability to children and young people in mainstream schools.

To maintain the standards and ethos of JUSTDIFFERENT in all workshop deliveries.

Primary Responsibilities

The primary responsibilities are outlined as follows:

- To attend regular training to ensure that all workshops are delivered to a consistently high standard and are kept current and up to date.
- To liaise regularly with the JUSTDIFFERENT administration team to keep them aware of your availability to present workshops.
- To work closely with the JUSTDIFFERENT development team on the creation of and maintenance of your workshop.
- To liaise with the JUSTDIFFERENT administration team regarding your attendance at school's workshops, travel arrangements, directions etc.
- To arrange your own transport and, where applicable, personal assistance to ensure that you arrive at the school at least 30 minutes before the start of the first workshop, which can typically be 09:00am.

- To prepare for presentations, ensuring all appropriate materials are available and equipment is working.
- To deliver workshop to school groups, up to three groups of 30 pupils or two groups of 30+pupils per day.
- To actively engage children and young people throughout the workshop, encouraging them to ask questions and explore disability issues with you.
- To develop relationships with schools in your area, providing further workshops and support as required. You will be supported in this work by the JUSTDIFFERENT administration and development teams.
- To provide feedback following the workshop to the Chief Executive of JUSTDIFFERENT.
- To attend regular briefings with other presenters and the JUSTDIFFERENT Head Office team.
- To ensure your Personal Support Assistant (if you have one) attends briefings and training as required to prepare them for their role in assisting you at workshops.