



JOB ROLE Education and Outreach Coordinator

Job Role Tasks		
Subject Area	Curriculum Links	Job Tasks
English	<p>Speaking - use of language</p> <ul style="list-style-type: none"> • Greetings • Have a discussion • How to make 'small talk' • Structuring a telephone conversation • Using company guidance on use of telephone messages <p>Listening - understanding</p> <ul style="list-style-type: none"> • Being able to ask if not understood • Follow verbal instructions <p>Reading - understanding</p> <ul style="list-style-type: none"> • Follow written instructions • Proof reading documents/emails to check meaning and grammar <p>Writing -</p> <ul style="list-style-type: none"> • Use of grammar • How to write a letter • How to write an email 	<ul style="list-style-type: none"> • I write reports using company guidelines • I give presentations to groups of people • I listen to and talk to customers at outreach activities answering their questions and giving information
Maths	<ul style="list-style-type: none"> • Use of numbers • Ability to count accurately • Able to understand purpose of invoice, bank/credit card statement • Time management 	<ul style="list-style-type: none"> • Used for time keeping • Planning events • Diary management • Used for budget monitoring and expenses
ICT	<ul style="list-style-type: none"> • Use Microsoft packages such as Word, Excel • Use emails • Attach documents to an email • Use an electronic calendar • Use a calculator • Use Microsoft Teams or similar • Able to use social media 	<ul style="list-style-type: none"> • All work is recorded in report format • I prepare presentations • I use email and social media
What other curriculum areas help you in your job role	<p>Current affairs and knowledge of Science, Technology, Engineering and Maths subjects help in my job role. Experience of working in different industries help bring a rounded open view in my work.</p>	