Senior Team Maths Challenge Event Coordinator

Volunteer role description
September 2019

United Kingdom Mathematics Trust

Aims and objectives

Around 5000 students compete in the Senior Team Maths Challenge Regional Finals every year and as an event coordinator you will coordinate the Regional Finals in your region. You may also be asked to travel further afield occasionally. The STMC plays an important part in forwarding the UKMT's aim to advance the education of young people in mathematics. It is also essential to the UKMT's goal of inspiring a love of mathematical problem solving in the widest possible group of young people. We run the STMC jointly with the [Advanced Mathematics Support Programme](#).

The Event Coordinators are responsible for ensuring that the STMC events run smoothly.

Description of tasks

Attend a Development Weekend for initial training. Communicate with the STMC Administrator and coordinate two or more STMC Regional Finals alongside a member of AMSP staff.

Essential qualities, skills and experience

The principles and personal attributes that individuals bring to problem setting are as important as their skills and knowledge. These qualities enable event coordinators to use their skills and knowledge to function well as part of a team and make an active contribution to the team.

- Enjoy mathematics and enthusiastic about solving mathematical problems
- Adaptability and ability to think on your feet and react to changing circumstances
- Ability to travel
- Strong organisation and communication skills
- Ability to respond to emails quickly
- Team working skills
- Evidence of commitment to the UKMT aims
- Positive, flexible approach

Desirable qualities, skills and experience

- Familiarity with Senior Team Maths Challenge

Location of work and time commitment

The Event Coordinators are expected to coordinate at least two events, except where you would be required to travel more than two hours to a venue. The times and locations of the events might change yearly, but you will be asked to indicate your availability in August for the events taking place in November and the first week of December each year. The event coordinators are expected to reply to emails related to events promptly and send feedback to the STMC Administrator after each event. In addition to coordinating events, the new volunteers should attend a Development Weekend. We hold a Development Weekend in Leeds in the beginning of November and another one in Birmingham in the beginning of April.

Benefits

This role is voluntary (unpaid) but reasonable expenses will be paid to enable members to attend meetings and events.

Event coordinators will enhance their team working and communication skills, which are valuable transferrable skills. They will have a positive impact on participants' mathematical experience. Event coordinators who are teachers might also consider problem setting as a form of professional development as the coordinators will develop their leadership skills.

Supervision and review

You will report to the STMC Administrator.

The induction training is provided through email correspondence with the Volunteering Manager. You will be encouraged to attend the Development Weekend as a part of the training, to test the problems for all rounds of the competition and to meet with other S/TMC volunteers.

Application procedure

Informal enquiries may be sent to the Shona Raffle-Edwards (s.raffle-edwards@ukmt.org.uk), the STMC Administrator.

Please provide a supporting statement of no more than 300 words in this application form. Your statement should explain your motivation for applying for the role and any relevant experience. All applications will be acknowledged.

A decision about who to appoint will be made by the STMC Administrator. The outcome will be communicated to those concerned by the Volunteering Manager.

For further information about our Senior Team Maths Challenge and to see sample problems, please see our website. To read about the detailed tasks the role involves, please see the STMC Roles and Responsibilities document.