

Team Maths Challenge Event Coordinator

Volunteer role description
August 2019



Aims and objectives

Around 7000 students compete in the 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 TMC plays an important part in forwarding the UKMT's aim to advance the education of young people in mathematics. It is also essential to our goal of inspiring a love of mathematical problem solving in the widest possible group of young people.

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

Description of tasks

Attend a Development Weekend for initial training. Communicate with the Events Administrator and coordinate two or more TMC Regional Finals.

Essential qualities, skills and experience

The principles and personal attributes that individuals bring to coordinating events 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 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 September for the events taking place in February to April each year. The event coordinators are expected to reply to emails related to events promptly and send feedback to the Events Administrator after each event. In addition to coordinating events, the new volunteers should attend a Development Weekend. We hold a Development Weekend in Leeds at the beginning of November and another one in Birmingham at 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

The Events Administrator will oversee the appointment of the event coordinators. You will be responsible to the Team Maths Challenges Executive Committee.

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 Helen Forsyth (h.forsyth@ukmt.org.uk), the Events Administrator.

Please provide a supporting statement of no more than 300 words in this [application form](#). This 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 Events Administrator. The outcome will be communicated to those concerned by Anja Komatar.

For further information about our Team Maths Challenge and to see sample problems, please see our website at <http://www.tmc.ukmt.org.uk/>. To read about the detailed tasks the role involves, please see the [TMC Roles and Responsibilities](#) document.