

## **Euroquiz Volunteer Role Description**

**September 2017**

The Scottish European Educational Trust works to encourage language learning and promote education about Europe and the wider world to young people throughout Scotland. One of the main events that the Trust runs is an annual Euroquiz, which sees teams of four P6 pupils from all over Scotland competing in a national competition and demonstrating their knowledge of Europe. Heats take place in local authorities between January and March each year, with the winning team from each authority competing in the national final held in the Scottish Parliament in May.

### **Volunteer role – Euroquiz volunteer:**

SEET are offering a volunteer placement, 1 day a week, September 2017 – May 2018. This would be an ideal placement for a student with an interest in European affairs and knowledge of European languages.

The volunteer will focus on preparations for the Euroquiz heats, and will take responsibility for the creation of the Euroquiz questions for the 2018 heats and final. This will include drafting and preparing questions for all rounds from the resources and materials provided; incorporating changes and corrections following review; preparing the audio visual materials (PowerPoints) for different rounds of the Euroquiz, and overseeing arrangements for recording the foreign language round. The volunteer will have the opportunity to attend Euroquiz events where possible.

### **Euroquiz tasks:**

- Research into European affairs, geography, history, culture and languages;
- Drafting the heat questions, and incorporating changes following external review;
- Creating PowerPoint presentations for the heats and final;
- Organising the language recordings for the heats and final;
- Designing and ordering prizes and materials for the heats and final;
- Other ad-hoc administrative duties as required.

**Experience:** Microsoft office experience; knowledge of European languages; interest in European affairs. A self-motivated individual who is able to take initiative, work to deadlines and use their own creativity in taking on this role.

**Working hours:** 10am – 4pm, 1 day per week (negotiable)

**Salary:** Voluntary (Lunch and travel expenses will be reimbursed). We offer a small stipend on completion of the full set of questions and PowerPoints for both the heats and the final.

**How to apply:** If you are interested in this opportunity, please send your CV with a covering letter outlining your interest in volunteering with SEET to [jane@seet.org.uk](mailto:jane@seet.org.uk) by Friday 7<sup>th</sup> August 2017.