

Guidelines for Applicants THE JOHN SMITH FELLOWSHIP PROGRAMME 2012

PLEASE NOTE: ALL APPLICATIONS FOR JOHN SMITH FELLOWSHIPS MUST BE EMAILED DIRECTLY TO THE JOHN SMITH TRUST IN LONDON AND NOT EMAILED OR POSTED TO BRITISH COUNCIL OFFICES

ALL ENQUIRIES REGARDING THE APPLICATION PROCESS SHOULD BE EMAILED TO
applications@johnsmithtrust.org

THE COMPLETED APPLICATION FORM SHOULD BE EMAILED TO
applications@johnsmithtrust.org

The John Smith Memorial Trust is inviting applications to participate in the 2012 John Smith Fellowship Programme.

Applications for Fellowships are invited from the following countries:

Armenia, Azerbaijan, Georgia, Kyrgyzstan, Moldova, Russia, Ukraine

The Fellowship aims to strengthen and deepen awareness of good governance through a three week programme in the UK and placements that show the workings of organisations within a long established democracy. Selection is based on a combination of the leadership potential of the applicant and the quality of the action plan they propose. Action plans are pieces of work or policy problems which the Fellows want to explore while in the UK. The "ideal" candidate will be aged 25-40, working in politics, local administration, business, the media, the arts or civil society, with a track record of achievement in the area of good governance and public service.

Good written and spoken English is essential. A minimum level of IELTS of 6.0 is normally needed for successful candidates. Candidates may be required to take an IELTS test at the *final* stage of the selection process. Not all finalists are required to sit a test. However, the interview panel reserves the right to require a test at their discretion. **The costs of testing must be met by the candidate.**

Programme Objectives

The primary objectives of the John Smith Fellowship Programme are to:

- Bring together influential young civil society and political leaders to exchange views and receive information on best professional practice and the promotion of good governance in areas related to their proposed action plans and in ways that enhance their ability as leaders
- Deepen awareness of how a mature democracy supports and develops good governance, the Rule of Law, human rights, and social justice, and encourages citizens' access and government accountability
- Promote a dialogue between Fellows within and outside their home countries, and create links with young leaders and those working in similar fields in the U.K.
- Build an active network of young leaders committed to good government

Programme content

The John Smith Fellowship Programme covers the following broad areas:

- Leadership styles and practices
- Citizenship, law and rights
- Civil society and public opinion
- Policy delivery and public accountability in government, business and public life

Programme Dates and Structure

The Programme will last for 3 weeks starting on Saturday 9th June until Friday 29th June 2012 made up as follows:

- An intensive workshop series in Edinburgh and London on the political process in a mature democracy: a series of workshops with senior politicians, academics, and practitioners combined with visits to illustrate how public policy is made and developed.
- Planning and preparation of “individual action plans” setting out how insights gained in the UK can be turned into concrete developments applied at home. Please go to <http://www.johnsmithmemorialtrust.org/web/site/home/2011ActionPlans.asp> for previous Fellows’ action plans.
- A series of individual attachments to suitable organisations – for example, working with an NGO, shadowing a politician, a placement in central government, local administration or the media. A full list of all the individuals and organisations that have kindly hosted placements is available at - http://www.johnsmithmemorialtrust.org/web/site/Supporters/attachment_hosts.asp
- A concluding seminar during which Fellows present their action plan projects to representatives of the Ministry of Justice and the John Smith Memorial Trust

Fellows are expected to produce a personal plan of action to be carried out when they return home. 12 months later a Follow-Up Conference brings all Fellows together to London to report on their activities and compare progress – all Fellows are required to attend this as part of their Fellowship. This will take place during the 2013 Fellowship Programme.

Network

The value of networking after the Fellow returns home and seeks to put into practice what he/she has learned is of great importance. On completion of the Fellowship, the John Smith Fellows join the Alumni Network which has organisations covering all the Fellowship countries and provides a forum for cooperation and joint projects.

Candidate Profile

The Trust wishes to recruit high-flying and influential young leaders who will make a substantial impact on the future development of their countries. The aim is to recruit a mix of political leaders, government or local government officials, business leaders, journalists/media/arts experts, and influential young leaders from civil society or the NGO sector. Other criteria for suitability are:

- **Understanding of the Fellowship Programme:** Applicants must have a clear understanding of what our Programme involves and what is expected of participants. We recommend that candidates approach a former John Smith Fellow to find out about the programme and utilise the John Smith Memorial Trust Facebook Group network.

- **Age:** Successful applicants are normally in the range of 25–40 years of age, with flexibility at both ends for strong candidates.
- **Language proficiency:** English at IELTS level 6 or above or equivalent. Note: You do not need to submit test results when applying and not everyone is required to sit the test – See “How to Apply” below.
- **Experience:** Candidates should have work experience, **MUST** be in employment at the time of application, and **MUST** be able to demonstrate that they are dealing with challenging issues in one or more of the specified fields. *Note: All employers’ references will be checked for short listed candidates.*
- **Professional background:** Candidates should be employed in politics, central government, local government or economic development, business, the arts, the media, the law (especially in field of human rights) or the NGO sector.
- **Demonstrable leadership and influence now or in future:** Candidates should be people who have real prospects of making a difference in their society.
- **Activism in political/social development:** Candidates must show evidence of active participation in politics or civil society, and point to accomplishments.
- **Clear vision and motivation:** Candidates must have a clear vision of the need for improvements in the practice of governance in their countries.
- **Would use experience in UK to improve governance:** They must have clear proposals on how, in their own work, they hope to use their experience to improve the practice of governance.
- **Team players:** Successful candidates must be team players with a desire to work with and learn from other Fellows.
- **Good presentational skills:** Candidates should be confident in speaking and should be able to present themselves well.
- **Computer literacy:** Basic IT skills and an ability to communicate by email are essential.

How to Apply:

DEADLINE – the deadline for all applications and supporting documents is 31st December 2011

APPLICATION FORM - the application form is available here - [Application Form](#)

APPLICATION METHOD - applications must comprise of:

- 1) **Application form completed in English**
- 2) **Accompanied by an up to date CV**
- 3) **Accompanied by a colour digital passport sized photo**

These three items to be emailed to applications@johnsmithtrust.org (at the John Smith Memorial Trust in London) no later than **31st December 2011**.

Please do not submit forms to British Council or JSMT in country representatives as only applications to the email above will be accepted.

All applicants should include their **full name** (first name followed by surname) followed by **country** in the subject heading of the email.

ONLINE INTERVIEWS

Where possible and practical the Trust will be conducting interviews via web based video conference call facilities this year. Please be prepared to be interviewed in this manner. Applicants should be aware that **interviews will take place during January and February 2012**, and should bear this in mind when planning holidays/travel.

Short listed candidates only:

REFERENCES

In addition to the application form, the John Smith Memorial Trust requires **2** written references for each short listed applicant – one from your current employer and one additional reference. This additional reference might be from a previous employer, a partner organisation or another individual you have worked with who is able to talk in detail about your skills and experience.

Short listed candidates will be contacted in January 2012.

TRANSCRIPTS

If shortlisted applicants must also provide original or notarised copies of all university transcripts.

IELTS

Successful interviewees *may* be asked to sit an English exam at the end of January 2012: A minimum level of IELTS of 6.0 is normally needed for successful candidates. We may require you to take an IELTS test at the final stage of the selection process. This only applies to applicants who have been a) short listed for interview and b) selected by the interview panel for inclusion in our final short list. Not all finalists are required to sit a test. However, the interview panel reserves the right to require a test at their discretion. The costs of this exam and related costs will be covered by the applicant.

Please note that IELTS testing is not an indicator of selection for the John Smith Fellowship Programme. Selection for IELTS testing does not infer that a place on the Fellowship Programme has been secured. Similarly, exemption from IELTS testing does not indicate that the interview has been unsuccessful or that a place on the Fellowship Programme has been secured.

Final selection of candidates will be concluded by the end of February 2012.