

# John Smith

## Memorial Trust

The John Smith Memorial Trust is looking for a committed Intern to assist with organising individual attachments part of our annual Fellowship Programme. This role would ideally suit those with an interest or knowledge of international politics, as well as the UK political, media, legal or voluntary sectors.

The John Smith Memorial Trust runs a four week Fellowship Programme that enables young leaders from former Soviet Union countries to come to Britain to study good governance, democracy and social justice. Our Fellows are young people working in key leadership positions with an established interest in promoting democratic values. The 2011 Programme will take place in Edinburgh and London and starts on 9th June.

As part of the Programme, each Fellow undertakes an eight-day attachment period tailored to their professional background. Every Fellow visits a variety of organisations, which closely reflect their expertise and interests. The intern's role will involve in assisting in arranging the attachment programmes for our twenty 2011 Fellows.

The role will ideally be 3 - 4 days a week in April and early May and full time from mid May until the end of the Fellowship Programme in early July.

### **Key responsibilities and tasks:**

- Assisting the Attachment Director with the arrangement of the Fellows Attachments
- Confirming Attachment appointments and liaising with hosts for schedules and other background information.
- Organising logistical and travel arrangements for the Fellows attachments.
- Producing a programme for each Fellow's Attachment period including a schedule of appointments and contact details.
- Maintaining and updating the table of Attachment appointments.
- Assisting the Attachment Director with pre-programme correspondence.
- Assisting with other associated administration, including invitation lists, feedback questionnaires and thank you letters.

### **Person Specification:**

- Graduate with interest and knowledge of international politics and former Soviet Union
- Excellent communication skills and interpersonal skills and the ability to liaise with a range of attachment hosts from across the political, legal, media and voluntary sectors.
- Very well organised & pay meticulous attention to detail.
- Ability to work under pressure and to tight deadlines and to juggle complex schedules.
- Reliable and punctual
- Proficient with Microsoft Office Outlook, Excel and Word

The position could be based in our office in our London or in Romney Marsh in Kent. Alternatively, it may be possible for the role to be home based.

There is no permanent job available at the end of the internship. Training will be provided. Applicants should be able to work for a minimum of 3 months, 3 - 5 days a week as agreed with the John Smith Memorial Trust. A probationary period of 1 month must be completed. This is an unpaid position and lunch expenses and agreed travel expenses will be provided.

Deadline: 20 March 2011 - we may appoint before the closing date for the right candidate.

Please send a cover letter explaining your interest and a CV by email to Emily Carr at [emily.carr@johnsmithtrust.org](mailto:emily.carr@johnsmithtrust.org)