

# John Smith

## Memorial Trust

### **Events Internships - Edinburgh**

The John Smith Memorial Trust is looking for two committed Interns to work on an exciting range of events in Edinburgh as part of our annual fellowship programme.

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.

These roles would ideally suit those with an interest or knowledge of international politics, and the former Soviet Union. Selected interns will be able to attend prestigious fellowship events in Edinburgh and learn more about our fellowship countries. This is a unique opportunity to meet and learn from emerging leaders from the former Soviet Union and observe discussions and seminars on democracy and social justice.

The interns will provide assistance to our Fellows from the former Soviet Union, and ensure that the programme in Edinburgh runs as smoothly as possible. Above all, the events interns should be enthusiastic and reliable.

### **Commitment Required**

The role will ideally be part-time initially, before the John Smith Fellows arrive in the UK, and home based (approx. 4 hours a week) beginning in April. Interns must be available for the duration of the Edinburgh programme – 9<sup>th</sup> to 19<sup>th</sup> June 2011 to assist with events. During this period you will need to be available during the day and some evenings also – assisting with the programme is intense and requires a lot of energy and enthusiasm. In return you will be able to attend many of the seminars and prestigious events in Edinburgh. The position is unpaid but agreed travel/lunch expenses in Edinburgh will be paid during the Fellowship programme itself.

The selected intern candidates will begin early April 2011.

### **Key responsibilities and tasks –**

- Communicate with Fellows before their arrival in the UK through social networking sites
- Undertake event research, administration and organisation
- Liaise with Fellows from the former Soviet Union – answering queries, navigating them around Edinburgh
- Assist with events – meet and greet at airport, managing guest lists, answering guest queries
- Ensure Fellows get to events and venues on time for seminars, meetings and high profile events

**Person Specification –**

- Graduate with interest and knowledge of international politics and former Soviet Union
- Excellent communication skills – ability to work well with a diverse international group
- Reliable and punctual
- Proficient with Microsoft Office Outlook, Excel and Word
- Ability to work under pressure and to tight deadlines

**Expenses -**

The position is unpaid, though travel and lunch expenses will be paid during the period of the fellowship programme.

**Apply -**

To apply please email a CV (detailing previous work and study experiences) and cover letter on why you would like to work as an events intern at the John Smith Memorial Trust to:  
[internships@johnsmithtrust.org](mailto:internships@johnsmithtrust.org)