

Guidelines for Applicants

THE JOHN SMITH FELLOWSHIP PROGRAMME 2010

The John Smith Memorial Trust is inviting applications to participate in the John Smith Fellowship Programme 2010. The application process in Russia is administered by **Larissa Poludnevich** on behalf of the John Smith Memorial Trust. Larissa can be contacted on the following email address JSMT.Russia@johnsmithtrust.org.

Applications for Fellowships are invited from the following countries:

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

The Fellowships aim to strengthen and deepen awareness of good governance through a five-week programme in the UK and placements that show the workings of organisations within a long established democracy. The “ideal” candidate will be aged 25-40, working in politics, local administration, business, the media 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 are covered by the John Smith Memorial Trust.

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
- 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

Areas of Study

The John Smith Fellowship Programme covers the following broad areas:

- Representative government in a democracy
- Citizenship, law and rights
- Civil society and public opinion
- Public accountability in government, business and public life
- International institutions and relations

Programme Dates and Structure

The Programme will last for 5 weeks starting on Saturday 5th June until Friday 9th July 2010 made up as follows:

- Programme Introduction in Edinburgh, Scotland
- An intensive, two-week Seminar Series in Scotland and London on the political process in a mature democracy: A series of discussions and meetings 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/ActionPlans.asp> for 2008 and 2009 Fellows’ action plans.
- A weekend conference sponsored by the Leadership Trust in Ross-on-Wye, Herefordshire; exploring leadership and the quality of UK and other democracies.
- Nine working days 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 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 2011 Fellowship Programme, and Fellows from 2010 will be matched with a 2011 Fellow to mentor.

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 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.*

- **Professional background:** Candidates should be employed in politics, central government, local government or economic development, business, 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.

Indicators of eligibility

The list below suggests a range of ways in which good candidates for the Programme might already be socially/politically active.

In the development of open, inclusive political systems:

- by actively promoting access to information (on rights, legal provisions, service performance or entitlements)
- by extending the competence of media organisations or individual journalists to cover political or social issues incisively and fairly
- by promoting or otherwise influencing the development of open and fair electoral processes (including the representativeness of political parties, particularly of women's interests)
- by enhancing the capacity of political parties to organise and engage with both their membership and the electorate
- by strengthening the ability of a parliamentary/council assembly to deliberate, legislate or scrutinize effectively, and/or relate to citizens
- by the promotion of equal opportunities in employment and in all spheres of public life

In the creation/preservation of macroeconomic stability and a good environment for trade and investment:

- by promoting awareness among state or private legal, regulatory, economic or financial sector institutions of measures to promote free market and trade development
- by formulating, or helping to formulate, policies which promote the economic development of underprivileged regions
- by influencing policies related to budget preparation, resource allocation, statistical measurement or financial probity and accountability in the public sector

In ensuring equitable access to effective basic services:

- by helping government executives, political representatives or consumer groups to improve service delivery
- by influencing tariff or charge structures to be more progressive and/or transparent
- by influencing public sector reform to promote efficiency, utilise and reward staff better, or enhance public/private sector partnerships
- by communicating with and involving user groups and stakeholders in the design and delivery of public services

In ensuring personal safety, security and access to justice:

- by influencing the revision or promotion of laws reflecting internationally-recognised human rights and norms

- by supporting reforms in police forces or penal establishments in the direction of more community-based or youth- and gender-sensitive approaches
- by taking action to address corruption in the police and legal system through training and other means
- by improving access to information and professional upgrading for lawyers, magistrates or judges
- by enhancing the ability of formal or informal justice systems to deal fairly and speedily with cases, particularly those affecting vulnerable groups
- by active engagement in reforms which promote public safety and/or a concern for the environment

In national security and conflict prevention:

- by influencing formal political or administrative institutions in their approach to the treatment or representation of ethnic, religious or other minorities, and/or issues involving them
- by working with military authorities on improving their efficiency, accountability, or attitude towards/treatment of civilians and minorities
- by engagement in activities which promote communication and rapprochement across borders or between regions and populations where difficulties exist

In accountable government and anti-corruption measures:

- by researching, consulting citizens, publicising the results thereof, or otherwise raising popular awareness of means of identifying and combating corrupt practices
- by introducing measures in political, public or private sector institutions to combat corruption
- by promoting transparency and accountability in all government activities

How to Apply:

DEADLINE – the deadline for all applications and supporting documents is November 9th 2009.

APPLICATION FORM

Application Form, Attachments Guidance and Reference Form are available on-line from the John Smith Memorial Trust website: <http://www.johnsmithmemorialtrust.org/web/site/Programme/HowtoApply-Russia.asp>

Applications for the 2010 Programme must be completed in English and [emailed](#) to Larissa Poludnevich at JSMT.Russia@johnsmithtrust.org as a Microsoft Word document no later than **November 9th 2009.** Applicants are also required to submit a printed, signed copy to Larissa Poludnevich by that date with transcripts and a digital passport-sized colour photograph. Applicants should be aware that local **interviews will take place during January 2010,** and should bear this in mind when planning holidays/travel.

TELEPHONE INTERVIEWS

Under exceptional circumstances the John Smith Memorial Trust will allow candidates to take part in their interview via telephone. This will only be arranged if deemed absolutely necessary and unavoidable. The Trust's preference is for interviews to take place in person. The arrangement of a telephone interview should be discussed with the John Smith Memorial Trust on an individual basis.

REFERENCES

In addition to the application form, the John Smith Memorial Trust requires **2** written references for each 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.

Please use the form **'Reference Form – The John Smith Fellowship Programme 2010'** for the written reference as this is the only format The John Smith Memorial Trust will accept.

Ideally references should be included with the application. However, if this is not possible they will be required if candidates are shortlisted.

TRANSCRIPTS

Applicants must also provide original or notarised copies of all university transcripts. Ideally transcripts should reach the British Council by the application deadline. However, if this is not possible they will be required if candidates are shortlisted.

IELTS

Successful interviewees *may* be asked to sit an English exam at the end of January 2010: 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 John Smith Memorial Trust.

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 mid February 2010.

INFORMATION

More information about the John Smith Fellowship Programme and the work of the John Smith Memorial Trust is available at www.johnsmithmemorialtrust.org