



**international**  
building global friendship

MEA House, Ellison Place,  
Newcastle upon Tyne,  
NE1 8XS England

Tel: +[44 191] 232 4998  
Fax: +[44 191] 261 4710

E-mail: [International@cisv.org](mailto:International@cisv.org)  
[www.cisv.org](http://www.cisv.org)

## IO INTERNSHIP OPPORTUNITIES TO BEGIN IN THE FIRST HALF OF 2012

	1. LEADERSHIP TRAINING	2. EDUCATIONAL ACTIVITIES
<b>Purpose of Internship</b>	To assist in the revision and production of training guides and educational guidelines	To review, draft and make available material to help plan and run successful CISV activities. Key content area will be Sustainable Development.
<b>Key Responsibilities of Intern</b>	<ul style="list-style-type: none"> <li>Review existing Training Guides and policies</li> <li>Update content according to new educational material</li> <li>Develop new content as required and collate attractive training packages that can be used by CISV volunteers at regional and national trainings.</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with recent Programmes, which have had relevant themes or activities and collect inspirational material</li> <li>Review existing activity sources and update material in line with CISV's new educational principles and formats</li> <li>Publish activities on-line</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>Working directly with the Education Officer and the Education Department</li> <li>Liaising and consulting with other Committees, particularly Programme Committees</li> <li>Cooperating with the rest of the IO Staff</li> </ul>	
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>Interest/knowledge of CISV educational and training approach</li> <li>Experience of editing and writing English language texts</li> <li>Very good (advanced) written English language skills</li> <li>Good IT skills</li> <li>Ability to work independently</li> </ul>	<ul style="list-style-type: none"> <li>Background in Education and or child development would be very helpful</li> <li>Understanding of CISV goals and Programmes (some CISV Programme experience if possible)</li> <li>Very good written English language skills</li> <li>Reasonable technical skills</li> <li>Ability to work independently</li> </ul>
<b>Key Learning Points</b>	<ul style="list-style-type: none"> <li>Increase your understanding of CISV's educational approach</li> <li>Contribute to CISV's operational and strategic goals</li> <li>Enhance your activity planning, training, networking and communications skills</li> <li>Get involved with the work of different Committees</li> <li>Get office experience within a dedicated staff team</li> </ul>	
<b>Practicals</b>	<p>To begin any time from January 2012</p> <p>The structure is flexible: it can be full or part time, and it is anticipated it would last for about three months.</p> <p>The majority of the work must take place, at least part time at the IO.</p> <p>Applicants must be able to work in the UK.</p>	
<b>To Apply</b>	<p>Follow the procedure outlined on the IO webpage for <a href="#">internships</a></p> <p>Send your application to the attention of the Education Officer ( <a href="mailto:rupert.friederichsen@cisv.org">rupert.friederichsen@cisv.org</a> )</p> <p>Please specify which internship you are interested in doing.</p>	