

**Role Description:** Internship - Assistant to the Executive Director Department

**Reports to:** The Executive Director

**Location:** Corrymeela Ballycastle

**ROLE PURPOSE:** The role of the Assistant is to support the Executive Director and other members of the Executive Director Department [Communications and Fundraising] in the day to day effective and efficient running of the Department.

**PRINCIPAL DUTIES (5 days a week):**

1. Communications

The Assistant will work mainly alongside the ED Department Office and support the team in covering general communications tasks including co-ordinating the ED calendar and meeting schedules, phone enquiries and research projects as directed

2. Attendance of Meetings

As requested by the ED, the Assistant will attend meetings, take minutes and distribute them as needed

3. Special Projects

Under the mentoring and coaching of the ED Department, the Assistant will have the opportunity to take the lead on appropriate Department projects that include programme initiatives, fundraising and IT

4. Other Administrative Tasks

The Assistant [following the required training and orientation] will assist the wider Centre team with Fire and Programme Cover support on an approximate basis of 4 shifts per month

**OTHER INFORMATION:**

**Expense Reimbursement**

The Assistant will receive a monthly expense reimbursement up to £220.00 per month to cover essential out of pocket expenses. This will be paid directly into your bank account on or before the 26th day of each month. We will facilitate Interns in setting up bank accounts at the Ulster Bank in Ballycastle during induction.

**Food and Accommodation**

As an Intern you will be provided with food and accommodation. Rooms are shared or single and an allocation in made based on availability. Bathroom facilities are shared. The volunteer and Intern buildings also contains other shared facilities.

**Medical Care**

All non EU volunteers must pay a compulsory fee to the National Health Service (NHS) of £200 at the time of processing the visa. This is only applicable if you are staying for 6 months or longer. This will cover all medical care during your time in the UK. If you are staying for under 6 months each intern must secure their own medical travel insurance. Interns will be able to register with the local GP (Doctor) at the Ballycastle Medical Centre during their first week.  Corrymeela will assist with this procedure and will encourage volunteers to remain in good health throughout the year.

**Dental Care**

If registered on the NHS Interns are entitled to a reduced charge for dental care. If not registered on the NHS the Interns must pay privately for dental care. An example of this is £7.00 for a check up on NHS or £25 for a check-up privately.

**Training and Development**

The ED Department Assistant will have the opportunity to attend courses, workshops, presentations and other relevant bespoke training events as well as on-the-job training in the main areas of work within the centre.

**Days On – Days Off**

Corrymeela expects you to be a full-time Intern.  It is important that Interns make good use of their time off.  Interns are encouraged to spend time away from the centre when off work and are encouraged not to engage in work during off time under normal circumstances.  This includes part-time work or volunteering with other organisations. We will agree a rhythm of regular off time, usually 2 days off each week. Additional time off may be requested and is at the discretion of your line manager.

**Holidays**

All Interns who are here for a year or more will receive the following holidays –15 floating days (to be taken throughout the year) and if you are here over the Christmas period, then you will have an additional two weeks off when the centre closes (all volunteers and interns must vacate the site during this time. We will help Interns who require housing during that period to find suitable accommodation.). All holidays must be agreed in advance with your line manager.

**Data Protection**

As an Intern your personal details will be treated as strictly confidential, in line with relevant data protection legislation.

**Community Living**

All Interns are invited to Invest in the shared life of the lived community and be an active contributor to the rhythm of volunteer life at the Centre.

**Recruitment Time Line**

* Advertised from Monday 18th May – Thursday 11th June 2015
* Shortlisting on Friday 12th June 2015
* Interviews held from 17th to 19th June 2015.
* The role will ideally commence as soon as possible however a later start date can be negotiated.

**Expectations, Skills / Qualities and Experience:**

The ED Department Assistant should also be willing to demonstrate:

* A commitment to the ethos of Corrymeela
* An understanding and empathy for the volunteer ethos of Corrymeela
* An ability to share in our Christian commitment to reconciliation
* An understanding of the dynamics of living and working in community

It is essential that the ED Department Assistant can demonstrate the following **Essential Skills / Qualities**:

* Fluent in English and excellent literacy skills
* Excellent communication skill (telephone, writing and speaking in a group) and inter-personal skills
* Ability to self-manage, initiate and complete set tasks whilst multi-tasking
* Attention to detail and reliability
* Excellent organisational and administration skills
* Ability to work under pressure
* Good working knowledge of Word, Excel, PowerPoint, Movie Maker and Outlook
* Experience in teamwork and cooperation
* The ability to balance work / community life and individual needs
* Flexibility with hours as may need to work evenings and weekends
* Be friendly, welcoming and approachable

**Desirable Skills / Qualities**

* Experience of living in community
* Previous background in administration
* Driving licence and ability to drive a manual car