

Job Description: Programme Intern

Accountable to: Head of Programme

Primary Location: Ballycastle

Duration:

Introduction

The Corrymeela Community is an Ecumenical Christian Community committed to the work of reconciliation both locally and internationally. In 1965, the Reverend Ray Davey and a group of students from Queens University established a residential centre in Ballycastle where people of all faiths, political opinions and backgrounds could come together to meet and learn from each other. When the Troubles broke out, Corrymeela responded by offering respite in the new centre for all kinds and conditions of people, eventually developing programmes and a network of Community members throughout Northern Ireland.

The Community now has a membership of over 160 persons and a global network of 5,000 Friends. Many of the Corrymeela Community members continue to have significant involvement in the work of the Ballycastle centre, along with living out the Corrymeela ethos in their day-to-day lives. Corrymeela also employs approximately 30 staff and over 50 volunteers from across the globe on an annual basis. Their role is to offer hospitality and support programmes of respite, encounter, dialogue, and reflective learning to the over 11,000 visitors that come through the Centre each year.

At the core of our programme is the commitment to work for reconciliation and social justice. Whilst a core thrust of our work remains focused on programmes at the Ballycastle centre, we are also actively engaged in a wide range of community-based programmes across the education, youth, community, and faith-based sectors both locally and internationally.

For more information on the work of Corrymeela visit www.corrymeela.org

Overall Purpose of the Role

The purpose of the internship is to support the multi-disciplinary programme team in implementing the programme strategy.

This will be achieved broadly in two ways:

1. Supporting Programme in undertaking external, **non-centre based work**. Tasks may include administration, research, session design and co-delivery, report writing, monitoring and evaluation.
2. Supporting programme in **centre-based work**. Tasks may include administrative support and liaison for residential groups which are under the programme/project portfolio.

The intern will have the opportunity to work within a supportive and supervised environment, and will be provided with all necessary placement support including line management, an agreed training and development route and costs associated with undertaking non-centre based work during the period of the internship. The intern will also be a part of the residential onsite community.

Key Tasks

Programme Support: external, non-centre based work responsibilities :

- Support the Programme team in the implementation of the programme monitoring and evaluation framework - capturing the learning and contributing towards enhanced programme quality.
- Conduct ongoing research and analysis - building a robust issues and knowledge base on the four programme areas: Marginalization, Sectarianism, Legacies of Conflict and Public Theology.
- Contribute to the evolving programme strategy and projects through research, networking, attending and arranging meetings, and/or platforms.
- Supporting the capacity of the programme around communicating its work both internally and externally with partners and others.
- Attend Programme Team meetings and trainings as appropriate.

Programme Support: centre-based work responsibilities :

- Provide administrative support to programme managers when organizing residential for groups within the programme/project portfolio.
- Provide administrative and facilitation support to the Senior Youth Worker in the delivery of outdoor experiential learning programme 'Living Well Together Programme' with schools and youth groups.
- Strengthen and organize the existing programme database (logistics folders, facilitation allocation, financial profile, evaluation and other relevant folders on sharepoint) to ensure comprehensiveness and accessibility.

- Work closely with the relevant departments to effectively coordinate logistics for groups.
- Ensure timely and accurate data entry of group evaluations on sharepoint
- Support the on-going development of learning modules and best practices for relevant groups on behalf of Corrymeela including theoretical and skills-based understandings of sectarianism, marginalisation, legacies of conflict, and public theology.

Other responsibilities:

- Organize meetings, take notes, and provide logistical support as required.
- Observe all HR related policies.
- Ensure accurate and timely production of management information and reports.

Details

This is a paid internship with a stipend of £220 a month and includes accommodation and all meals. There is no expectation of employment once the internship ends. The intern is expected to work a minimum of 37.5 hours/week.

Required Qualifications

- Completed a bachelor's degree in a related field or 1-2 years relevant experience.
- Interest and experience in young adult leadership programming, facilitation, and/or curriculum development.
- Strong communication skills and attention to detail.
- Comfortable working with a wide range of groups including children and young people, women, faith and non-faith groups, asylum seekers, refugees and vulnerable migrants.

What we look for

- Commitment, initiative, and a high level of professional responsibility.
- Creativity and curiosity.
- Effective communication.
- Awareness and sensitivity regarding young adult development and potential.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid and definitive, but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provides.

Flexible Work Patterns

It is the nature of the work of Corrymeela that tasks and responsibilities are unpredictable and varied. All interns are required to work in a flexible way to meet the

needs of the organisation. This will include residential periods at the Centre and time away from home representing Corrymeela.

Statement on Confidentiality

It is in the nature of the work of Corrymeela that staff become aware of information that will be sensitive and/or confidential. It is crucial that this information is maintained in strictest confidence, within the context of Corrymeela's policies and procedures, and that failure to do so will be viewed as gross misconduct and will be subject to the appropriate level of the disciplinary procedures.

Safeguarding

We require all staff and volunteers to work according to Corrymeela's Safeguarding Policy.

Where appropriate, offers of employment are subject to a check by AccessNI. A copy of the AccessNI Code of Practice is available on request.

Employment of Ex-offenders

Corrymeela has a policy on the recruitment of ex-offenders. A criminal record will not necessarily debar anyone from being offered employment.

General Responsibilities

- Members of staff are expected at all times to provide the appropriate service and to treat those with whom they come into contact with in a courteous and respectful manner.
- All staff must comply with the Corrymeela Community No Smoking Policy on Corrymeela premises and also while on duty for the charity.
- All duties are carried out in compliance with Corrymeela's Health and Safety Policy and Statutory requirements.
- The Corrymeela Community is an Equal Opportunities Employer. You are required to adhere to Corrymeela's Equal Opportunities Policy throughout the course of employment.
- To ensure the ongoing confidence of the public in the staff of Corrymeela Community, staff must ensure they maintain the high standards of personal accountability.

Further Information

Further information regarding entitlements and staff policies will be found in a comprehensive staff handbook, presented to staff upon commencement of employment.