

RECONCILIATION INTERNS

A Reconciliation Internship at Coventry Cathedral is for those seeking to develop their understanding of reconciliation and peacebuilding as part of Christian mission.

It offers the opportunity to:

- Gain experience in a working environment;
- Develop skills in project management, research and group facilitation.
- Learn and explore a range of issues in relation to the theology, practice and spirituality of reconciliation.

All interns will contribute to the successful delivery and development of the Reconciliation Ministry at the Cathedral. As such they will be expected to already have relevant learning and skills to offer in key areas.

At present there are three intern posts as part of the team. Given the history of the Cathedral we are committed to having one of these posts for an appropriate person from Germany.

Eligibility

To be eligible for an internship prospective interns should:

1. Normally be over 21 years of age at the time the internship commences.
2. Preferably be a graduate, with a degree in an appropriate discipline (e.g. International Relations, Politics, Public Policy, Peace Studies, Development Studies, Theology)
3. Be a practicing Christian.

Where English is not their first language, applicants for an internship will need to demonstrate sufficient proficiency in spoken and written English.

Internships will be for a period not less than 3 months and no longer than one year.

Core Duties

Interns will be allocated to a specific responsibility within the team (see below) but will be expected to be flexible in sharing tasks as needs arise.

The working week for an intern will be at least 40 but no more than 48 hours, usually over 5 working days. Weekend and evening working will be required.

Alongside the specific duties allocated, each intern will be expected to:

1. Spend one day a week as a guide / steward as part of the Cathedral's tourism team or during term time with the schools team.
2. Participate in a guided study / reading programme to develop their understanding of reconciliation and peacebuilding, including a regular half day seminar with the Canon Director for Reconciliation.
3. Share in the daily liturgical life of the Cathedral and attend one of the Sunday worship services at the Cathedral, except on designated rest weekends.

(Opportunities may occasionally arise for paid casual work outside of these hours with the Cathedral events crew.)

Costs & Support

The Cathedral will provide:

- Accommodation – free on site in Dewis Lodge, with a private study / bedroom.
- Allowance - £50 per week
- Expenses, including travel, incurred in the performance of duties.
- Holiday - one week holiday (5 working days) for every three months of placement as an intern plus UK statutory public holidays occurring during the period of placement.

Interns will be responsible for:

- All travel costs to and from Coventry.
- All costs associated with visas and other official documents
- Provision of Medical Insurance where necessary.

SPECIFIC POSTS

There are three intern posts reflecting the project areas of the reconciliation team. Specific job descriptions for each post will be issued as part of the application process, reflecting the programme priorities during the time period for which the internship will be served. On occasions this may include a combination of duties across two or more of these projects.

1. Intern for St Michael's House

This will involve helping to plan and develop new learning experiences and courses in reconciliation and peacebuilding, supporting the delivery of such programmes and assisting in organising a series of difficult conversations on contested issues related to communal, political and faith based conflict. This will include: publicity; application process; collating materials; evaluation; event management; website development.

2. Intern for Community of the Cross of Nails

This will involve being responsible for developing communications with the members of the CCN (160 groups in 30 countries), including development of the website; assisting in organising visits to and from CCN members; promoting the CCN; administering the process of application for membership; planning the UK gathering in 2011 and the International gathering in 2012.

3. Intern for Reconciliation Ministry

This will involve working in support of the team on local and national issues in relation to community cohesion, inter-faith and inter-cultural dialogue; liaising with area deans and parishes in the diocese in promoting reconciliation; assisting in the co-ordination of mediation services; supporting work in schools; providing administrative support to the team.

APPLICATION PROCESS

Applications in the first instance are by CV and covering letter setting out the applicants expectations of an internship to the Canon Director for Reconciliation Ministry (email: david.porter@coventrycathedral.org.uk).

Applicants will then be invited to attend or make arrangements over the internet for an interview. They will be asked to submit a 1000 word essay on a given theme.

This is a rolling programme so a vacancy may occur at different points in the year. Prospective applicants should enquire about current and forthcoming vacancies before submitting their CV.