



## **RECONCILIATION MINISTRY TEAM**

**APRIL 2015**

### **VOLUNTEER RECONCILIATION INTERNS**

A Volunteer Reconciliation Internship at Coventry Cathedral is for those seeking to develop their understanding of reconciliation and peace building 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.

At present there are four intern posts as part of the team. Three of the posts are sponsored by partners in Germany, Poland and the United States and are reserved for nationals from these countries. The fourth post is open to all.

#### **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 6 months and no longer than one year.

#### **Core Duties**

Interns will be allocated to a specific responsibility within the team 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 (see below), each intern will be expected to:

Live and participate as part of a residential learning community on the Cathedral site; participating in a guided study / reading programme to develop their understanding of reconciliation and peacebuilding.

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.

Assist in providing general and administrative support in various areas of Cathedral life and programmes as required.

### **Costs & Support**

The Cathedral will provide:

Accommodation – free on site in Dewis Lodge, with a private study / bedroom.

Volunteer Allowance - £230 per month

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 four intern posts reflecting the project areas of the reconciliation team. Job descriptions for each post will reflect the programme priorities during the time period during which the internship will be served. On occasions this may include a combination of duties across two or more of these projects.

All Intern posts will include facilitation of aspects of the Community of the Cross of Nails (160 partners in 30 countries), and the offering of a hospitable welcome to visitors from around the world.

#### **1. Intern for St Michael's House**

This will involve helping to plan and develop learning experiences and courses in reconciliation and peace building, 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 processes, collating materials, evaluation, event management, website development.



## 2. Intern for Community of the Cross of Nails (German speaker)

This will involve being responsible for developing communications with the German members of the CCN including development of the website, assisting in organising visits to and from German CCN members, promoting the CCN and ICONS, administering the process of application for membership, planning events and both the Pilgrimages and International Reference Group meetings.

## 3. Intern for Cathedral Reconciliation Ministry & City Vision

This will involve being responsible for projects relating to the Cathedral's partnership with Coventry Council as a City of Peace and Reconciliation, providing administrative support to the Canon for Reconciliation in Coventry and taking a lead in developing reconciliation education projects for schools; internationally, nationally and locally.

## 4. Intern for the Coventry Cathedral Ruins Programme

This will involve being responsible for the Coventry Cathedral Memorial Ruins programme activities in advocacy and commemoration of civilians affected by conflict. i.e developing, producing and promoting resources, continuing the development of liturgy, planning and running events of the six themes throughout the year and promoting the work through social and other media.

## **APPLICATION PROCESS**

Applications in the first instance are by CV and covering letter setting out the applicants expectations of an internship to the Associate Director for Reconciliation Ministry.

Email: [emma.griffiths@coventrycathedral.org.uk](mailto:emma.griffiths@coventrycathedral.org.uk)

Applicants will then be invited to attend or make arrangements for an interview over the internet.

They may 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.