

Volunteer internships at Coventry Cathedral 2023-24



A Volunteer Reconciliation Internship at Coventry Cathedral is for those seeking to develop their understanding of reconciliation and peace building as part of a Christian community, while contributing to the successful delivery and development of the reconciliation ministry at the world-famous Cathedral at the heart of this multicultural and diverse city. It offers the opportunity to:

- Gain experience in a busy, multi-partner working environment,
- Develop skills in administration, logistics, project management, research, presentation and communications, and
- Learn and explore a range of issues in relation to the theology, practice and spirituality of reconciliation.

The volunteer intern role is predominately office-based during the Cathedral office hours of 09:00 to 17:00 Mondays through Fridays, but the role includes supporting some evening and weekend events and bookings (for which time off is taken in lieu). The internship length is flexible, with a minimum period of 6 months starting usually in September or January, and subsequent quarterly reviews.

At present, two of the posts are sponsored by partners in Germany and North America and are thus reserved for nationals from Germany, applying via [Aktion Suhnezeichen Friedensdienste](#), and the United States or Canada respectively.

ELIGIBILITY

To be eligible for an internship, prospective interns should:

1. Be over 18 years of age at the time internship commences (German candidates), and ideally over 21 years of age (North American and UK/other Interns)
2. Be a practising Christian
3. Have an interest in reconciliation and peace building
4. Demonstrate sufficient proficiency in spoken and written English
5. Be able to translate between German-English both verbal and written (German intern)
6. Be able to communicate effectively
7. Be able to work independently with minimal supervision
8. Be able to work as part of a team
9. Be able to pass a DBS background check

It is also desired that the prospective intern have:

1. A degree in an appropriate discipline (e.g. International Relations, Politics, Public Policy, Peace or Conflict Studies, Development Studies, Theology) (US/Canadian/UK candidates);
2. Good IT skills, especially MS Office products, webpage management, database management, and general problem solving;
3. Communication skills, particularly in the areas of social media, articles and blogs, e-newsletters, marketing flyers, and in responding to phone and email enquiries.

DUTIES

All Intern posts will include:

- Supporting the Community of the Cross of Nails, ICONS and Together for Hope, to include:
 - Posting appropriate content to social media, drafting newsletters, creating flyers, writing blog and social media posts;
 - Providing logistical support and hospitality for pilgrimages, visits and other events and meetings, both actual and online;
 - Researching and communicating with partners (or translating communications) as required;
 - Inputting to planning and evaluating activity.
- Assisting in the day to day smooth running of St. Michael's House (our meeting room and accommodation facility) including but not limited to:
 - Facilitating meetings bookings, including setting up and cleaning up from meetings and events, and co-ordination of access to the facility;
 - Preparing accommodation for pilgrims or visitors;
- Offering a hospitable welcome to visitors of varying seniority from around the world, ranging from preparing and providing refreshments to giving tours and presentations;
- Supporting Cathedral, Diocesan and/or City reconciliation events;
- Logistically and practically supporting Cathedral life in all its forms, including its cultural events, the schools team and our ministry of welcome.

Additionally, volunteers are encouraged to become involved in the Cathedral Community and the worship and/or musical life of the Cathedral, by participating in services and acts of worship as they feel led.

COSTS & SUPPORT

The Cathedral will provide:

- Accommodation – free on site in Dewis Lodge, with a private study bedroom;
- Volunteer expenses up to £250 per month;
- Expenses, including travel, incurred in the performance of duties.

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.

APPLICATION PROCESS FOR US/CANADA AND UK INTERNS

in the first instance are by CV and covering letter to the Community of the Cross of Nails Co-ordinator (Email: alice.farnhill@coventry.anglican.org). Please include in the letter how your skills and experience support the eligibility requirements and duties, why you are interested in the position, and what your expectations of the volunteer internship are. Applicants will then be invited to attend or make arrangements for an online interview. 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. US/Canada applicants can also reach out to the Rev. Robert Childers, Board President of CCN North America for more information and to apply (Email: robert@gslookout.com). Rev. Childers is the Rector of the Church of the Good Shepherd, Lookout Mountain, Tennessee, USA (<http://gslookout.org>).