



## RJ4All Europe Intern Role Description

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### Background to the RJ4All Internships

RJ4All Europe would not exist without the involvement and continued support of interns. Therefore, RJ4All recognises their significant contribution. Most of our interns are young people most of whom are faced with challenges let those be social, financial, migration or refugee status etc.

The RJ4All internships are not paid but offered on a volunteering basis. This is because we believe that volunteering is an important way to make a positive contribution to our communities and is of particular benefit to young people who are often forgotten or marginalised. Nevertheless, volunteering with RJ4All does not mean standing outside of tube stations wearing bunny suits to raise funds! It involves high quality project activity, engaging with social project and policy issues, and making a real difference where it matters. It also means doing youth-led work, organising events and running user-led training workshops. All out of pocket expenses are paid (see Volunteer Policy for more detail [here](#)).

### Our principles

We are established upon the FREDA underlying values of restorative justice. These stand for Freedom, Respect, Equality, Dignity and Autonomy. Our interns are expected to subscribe to these values as well as that of power sharing.

RJ4ALL has the Quality Mark of the European Commission's European Solidarity Corps and has adopted [European Solidarity Corps Charter](#). All principles underlying this Volunteer and Intern Policy are fully aligned with the [Mission and Principles of the European Solidarity Corps](#).

### The role

This is a supporting role working under the line management of the RJ4All Europe Manager. It is a hybrid (mostly remote) position in Cyprus working across projects and RJ4All services. The post holder will support the organisation to ensure the effective administration of the RJ4All and the delivery of RJ4All programmes through a combination of excellent organisational, communication and interpersonal skills.





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Initiative and innovation are attributes that are highly valued at RJ4All. Furthermore, the post holder will be involved in delivering project-related tasks as well as promoting projects, participate and create workshops.

Volunteering hours under this role are between 9:30am-5:30pm and the placements are usually offered on a **minimum of a 3-month engagement**.

### Role description

We want to offer a rounded experience to all our interns and therefore they are engaged in different areas of work:

1. Directly related work to local, national and international projects, including research assistance, piloting and implementation
2. Fundraising and project application support
3. **Research and policy** support for our advocacy efforts.
4. **Administrative work** such as managing our organisation email account or project monitoring and evaluation
5. **Social media**, including the preparation of dissemination material and managing of our accounts
6. **Writing blogs and research briefs** for further dissemination
7. **Networking support**, including the establishment of new partnerships

Other tasks may include:

- Support project delivery
- Event planning, outreach, and management,
- Report writing and proofreading,
- Compiling, formatting, analysing qualitative and quantitative data,
- Conducting stakeholder mapping
- Writing for the website, blogs and other newsletters,
- Helping with funding applications.

### What support will I be given?

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Interns will be given a full induction and will be supported through one-to-one meetings and daily support. The candidate will benefit from a range of training initiatives.

### What benefits can I expect to gain from the experience?

The position offers a rich and high-quality experience that will enhance future job prospects within the area of community engagement and project delivery within the charity sector as well as social policy and research. We also offer Youth Pass and CPD accreditation where relevant.

### What skills or experience do I need?

- An interest in community engagement and project delivery within the charitable sector and/or social policy and research
- Excellent written and oral communication skills,
- Excellent organisational skills
- Ability to work as a member of a team and on your own initiative,
- A keen eye for spotting errors,
- Organised and self-managing,
- Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice,
- Sympathise with the aims, ethos and organisational culture of RJ4All including its vision, mission and values.

