



Citizenship Foundation

## Economic Citizenship – Paid Internship

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<b>Title:</b>	Research Intern – Economic Citizenship
<b>Salary:</b>	£7.60 per hour
<b>Period:</b>	Mon 17 <sup>th</sup> August – Fri 4 <sup>th</sup> September 2009 (full time, 7.5 hours per day)
<b>Responsible to:</b>	Team Leader, Twinning Programmes
<b>Location:</b>	Central London
<b>Closing date:</b>	Mon 10 <sup>th</sup> August 2009
<b>Interview dates:</b>	13 <sup>th</sup> August 2009

### Applying

Application is by application form only, which can be found on the Citizenship Foundation website ([www.citizenshipfoundation.org.uk/jobs](http://www.citizenshipfoundation.org.uk/jobs)). If you are unable to download the relevant forms, please request an application form via email [recruitment@citizenshipfoundation.org.uk](mailto:recruitment@citizenshipfoundation.org.uk), or call Oliver Debono (020 7566 4141).

### Background

The Citizenship Foundation is an independent charity working throughout the UK and overseas to promote more effective citizenship through education about the law, democracy and society. Founded in 1989, it aims to empower people, particularly the young and disadvantaged, with the knowledge, skills and understanding to engage positively with their communities. Our work includes: a comprehensive range of Citizenship resources for a wide audience from teachers to young offenders; nationwide and international training; active learning projects for secondary schools; community-based projects to develop Citizenship Education as a collective responsibility; and research to advance our understanding of best practice in Citizenship education.

At present, the Foundation has over 30 employees and is fortunate to be supported by consultants and volunteers. The office is lively and informal with a conscientious and diligent staff. The organisation has grown substantially in recent years, with an annual turnover of around £2.5m, and is widely recognised as the leading player in the Citizenship education field. We have two main programme units within the organisation, Curriculum Development & Resources, and Participation & Social Action. These are supported by an External Relations team and a Finance/HR team.

This is an exciting career opportunity for anyone who wants to gain valuable work experience to join the Foundation as an intern. Researching current legislation, facts and figures in the field of economic citizenship, this post will provide an interesting opportunity to read up on the latest economic trends, while contributing to the economic education of young people across the UK. The post involves updating the facts and figures that are currently provided in an economic citizenship education programme (Paying for It – [www.payingforit.org.uk](http://www.payingforit.org.uk)), which is run in partnership with Aviva, and provides resources for employee volunteers and teachers across the UK.

The Foundation aims to provide its interns with the opportunity to gain experience in areas within the organisation that are of interest so as to make the best use of their time with us. However, as this is an internship role interns should be aware that they may also be performing some mundane tasks.

## Benefits

### This internship provides the opportunity to:

- Carry out research for an established and successful economics education programme
- Use your existing knowledge in economics and learn new trends and skills
- Gain office and research experience, independence and team work skills
- Work in an enjoyable and friendly atmosphere with people who share the same goals
- Contribute to a more effective society and have a positive impact on the lives of young people

## Main Duties and Key Responsibilities

To research and update the resources and materials for the Paying for It programme. This will include:

- Checking all the facts and figures in the current Paying for It resources (for volunteers and teachers)
- Researching (through websites and, if necessary, through telephone research) facts and figures that need to be updated
- Update the materials directly in to the soft copies of the materials
- Upload the updated materials on to the website

## Person Specification

<b>Volunteer Requirement</b>	<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>
Education, training and experience relevant to post	E	Currently studying Economics, or a related subject
	D	Experience of working with young people in an educational format
Skills, abilities and Knowledge	E	Knowledge of, and interest in, economic / political / citizenship education
	E	Experience of using the internet for research
	E	Good written communication skills
	E	Able to communicate with a wide range of people from the public and private sectors, as well as young people
	E	Good organisational and administrative skills
	E	Ability to work independently, as well as part of a team
	E	IT literate with standard MS packages
	D	Able to use graphics programmes, e.g. QuarkExpress
	E	Reliable and trustworthy
	E	Commitment to equal opportunities
Commitment to Foundation's values	E	Willingness and ability to put the aims of the Foundation into practice