

**British Council Poland
Internship Programme
2010**

DESCRIPTION OF THE INTERNSHIP PROGRAMME

OBJECTIVE

To provide students with an opportunity to gain working experience in one of the oldest and largest international charity organisations in the world in the field of cultural relations.

Interns will get the possibility to develop practical skills whilst temporarily working within large-scale projects and along with a highly experienced and skilled British Council team.

BACKGROUND

We offer the Internship Programme at the British Council Warsaw – a local representative office of the British Council which has been operating in Poland since 1938.

The British Council is a charity organisation which has been operating as an executive non-departmental public body since 1934. During 75 years of activity, the organisation has developed its network in 110 countries worldwide.

The British Council purpose is to build engagement and trust for the UK through the exchange of knowledge and ideas between people worldwide. As an organisation our identity is based on five values: valuing people, integrity, mutuality, creativity and professionalism.

We build programmes around the following areas: intercultural dialogue, the creative and knowledge economy and climate change.

Currently we are running 7 large scale projects: Creative Cities, Global English for Europe, Active Citizens, Creative and Cultural Economy, New Work New Audiences, Global Innovation Lab and Connecting Classrooms.

More information about British Council Poland can be found on our website: www.britishcouncil.pl You may also [join us on Facebook](#) under 'British Council Polska'.

POSTS

We offer internships on the following posts:

- Education and Active Citizens Projects Assistant
- Global English for Europe Project Assistant
- Creative Enterprise Project Assistant
- Global Innovation Lab Project Assistant
- Creative Cities Projects Assistant

1. Job title: Education and Active Citizens Projects Assistant

Description: To work as a Project Assistant for projects in the fields of education and intercultural dialogue.

Education projects include:

Connecting Classrooms project aims to create sustainable, mutually beneficial partnerships between schools and school systems in the UK and Europe. The programme will focus on young people, enabling learners to collaborate with their peers around the world, and working with school leaders, teachers and policy makers to embed the global dimension and global citizenship and issues of inclusion and community cohesion in educational practice and policy.

TIPD (Teacher International Professional Development) is a one week study tour of UK teachers in Poland to enable them to learn about Polish education system and implement examples of good practice in their schools on return.

Education Fairs – Higher and Further education institutions from the UK take part in the Fairs in Germany and Poland to attract more foreign students.

The assistant's task regarding educational projects will be to provide logistic support such as: making hotel bookings, arranging transport and promoting events.

The Active Citizens project aims to contribute to social change within communities and sustainable development by establishing and enduring global network of leaders who as influencers in their communities dialogue, learn and act together to address global issues. The assistant's task re: Active Citizens will be to help the project team to organise local training workshops, administer the network of project participants, contact partners and complete administrative tasks.

Fluency in English is desirable.

Internship Mentors: Dorota Kraśniewska, Partnerships & Projects Manager and Weronika Ruszecka, Partnerships & Projects Co-ordinator.

2. Job title: Global English for Europe Project Assistant

Description: to work as a Project Assistant for projects in fields of English language teaching and learning. Global English for Europe project aims to support teachers and learners of English as well as policy makers in the area of language education. The assistant's task is to help the Project manager to promote English Language Global products, organise workshops, seminars or conferences, support delivery of online products and complete administrative tasks. Fluency in English and positive attitude are a must. Knowledge of online social media and online tools would be welcome.

Internship Mentor: Monika Knapkiewicz, Partnerships & Projects Manager

3. Job title: Creative and Cultural Economy Project Assistant

Description: to work as a Project Assistant for projects in the field of creative and cultural economy. The Creative and Cultural Economy Project has been created to enhance the recognition of the value of creative industries for country economies and to celebrate and develop the potential of young creative entrepreneurs across the world. The assistant's task will be to help the Project team to organise meetings of the Young Creative Entrepreneurs Club, coordinate the local stage of the International Young Creative Entrepreneur Awards, administer the network of project participants and complete administrative tasks. Fluency in English is desirable. Flexibility, creative approach to tasks and good sense of humour are a must.

Internship Mentor: Magdalena Kwiecińska, Head, Partnerships & Projects

4. Job title: Global Innovation Lab Project Assistant

Description: to work as a Project Assistant for projects in the field of innovation and science communications. The Global Innovation Lab Project aims to make a significant contribution to finding solutions to a range of global challenges, by connecting people and enabling them to work together, through cultural relations led approach. The assistant's task will be to support the project team to organise workshops for scientists and innovators, promote competition for science communicators, administer the network of project participants and complete administrative work. Fluency in English is desirable.

Internship Mentor: Kaja Naszarkowska, Partnerships & Projects Coordinator

5. Job title: Creative Cities Project Assistant

Description: to work as a Project Assistant for projects in fields of public spaces, arts and social activities. The Creative Cities project explores ways to improve the quality of life in urban communities by involving young professionals from diverse backgrounds. The project aims to enable them to acquire knowledge, networks, skills and tools to strengthen their voice in making decisions on the environment they live in.

The assistant's task is to help the Project manager to promote Creative Cities project, organise events and workshops and complete administrative work. Fluency in English and MS Office is a must. Knowledge of online social media and online tools is desirable. Sense of humour and creativity will be an asset.

Internship Mentor: Agnieszka Wrycza, Partnerships & Projects Manager

DURATION & PROGRAMME CONDITIONS

Six months from September 2010 to February 2011 (at least 8 hours per week) with the possibility to extend the internship. The Internship programme is unpaid.

APPLICATION AND CONFIRMATION PROCEDURE

The selection of Interns will be arranged in two rounds. During the first round an applicant will be asked to fill in an Application Form (see Appendix) and send it by e-mail or post to the British Council Warsaw office. Please complete the Application Form in English, incomplete or illegible forms will not be accepted.

For the second round the most suitable candidates will be invited for the face-to-face interviews. The candidates will be informed about the results of the selection in a period of 1 week.

First month of the internship will be probation period.

Please send your application form to:

British Council
Aleje Jerozolimskie 59
00-697 Warszawa
e-mail: info@britishcouncil.pl

DEADLINE FOR SUBMISSION OF APPLICATIONS

15 June 2010

RESPONSIBILITIES OF THE INTERN

1. professionally and confidentially perform duties defined by the British Council as reflected in the job description
2. display a positive and enthusiastic attitude about internship activities. Be reliable, honest and prompt
3. regularly meet with the Internship mentor to review the progress of the programme
4. all internship tasks should be in compliance with the mentor and the British Council guidelines (include Customer Service Excellence, Diversity and Equal Opportunities, Brandbook etc.)
5. behave as an ambassador of British Council
6. all internship tasks should be planned in a responsible manner and possible to be accomplished in due time. Intern should be flexible in case of changes in the schedule
7. all internship tasks should be in compliance with the British Council values.

RESPONSIBILITIES OF THE BRITISH COUNCIL POLAND

1. provide meaningful internship experience for students
2. provide guiding and a supportive learning and working environment for interns
3. provide safe working place and sustainable environment for interns
4. provide an internship mentor – a person supervising the Internship Programme and ensuring the communication between the organization and educational establishment represented by intern
5. discuss duties and responsibilities with the intern and submit a signed internship verification form to its educational establishment, if it is required, as well as the evaluation form at the end of the internship period.

DIVERSITY AND EQUAL OPPORTUNITIES

The British Council is committed to a Policy of Diversity and Equal Opportunities. Equality of opportunity is about treating people fairly and without bias and about creating conditions in the workplace and wider society that encourage and value diversity and promote dignity. We welcome applications from all sections of the community.

CONTACT

You are always welcome to contact the British Council Warsaw for further information about the Internship Programme. The contact person is:

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