

## Internship Work Plan

<b>Field Office Partner</b>	World Vision Jordan
<b>Intern Supervisor</b>	Youth RESOLVE Chief of Party Youth RESOLVE Jordan Country Lead
<b>Intern Role Title</b>	Communications and Events Intern
<b>Internship Duration</b>	5 Months – February until June 2018
<b>Hours Per Week</b>	40 hours per week
<b>Location</b>	Amman Jordan Possible travel to the field where activities take place (inside and outside Jordan)
<b>Start Date</b>	February 2019
<b>Expense</b>	Interns will have all their travel and accommodation expenses covered and will receive a living allowance reimbursement of reasonable out-of-pocket expenses (e.g. Travel & Lunch).

### Key Responsibility Tasks

This internship aims to provide communications and event management support to the EU MADAD-funded Youth RESOLVE consortium, an initiative implemented across three countries (Jordan, Lebanon and Iraq) and led by World Vision and partner organisations (Islamic Relief, Caritas, Questscope and Generations for Peace).

The Youth RESOLVE consortium aims to strengthen youth resilience and empower youth as leading actors in post-conflict reconstruction and reconciliation. This will be achieved through two specific objectives:

1. Youth are empowered to utilise knowledge and opportunities to confidently participate in economic and social life.
2. Tensions between refugee and host community youth and families are reduced due to improved access to services and social cohesion.

Youth RESOLVE considers advocacy critical in pursuing these objectives, and aims to amplify youth voices to inform and influence policy-making on issues that are important to young people across the region. Four youth-led policy roundtables will be held in Brussels, Jordan, Lebanon and a fourth country to be defined from March 2019 onwards.

World Vision is looking for a passionate and driven individual to support the project, under the supervision of the Youth RESOLVE Chief of Party and WVSR Communications Director, with the following activities:

#### **1/ Successful roundtable organisation in Brussel, Jordan and Lebanon:**

- Assist with logistics and all other preparations for the events;
- Support the coordination of the main stakeholders involved (e.g. WV office in Brussels; Regional & Syria Response Directors; CoP; Country Leads; experts; partners);
- Help ensure the events are well-attended and run professionally;
- Ensure materials and venue comply with EU external engagement technical rules;

**2/ Development of WV / Youth RESOLVE comms strategies and materials for roundtable events**

- Develop media engagement plans for each country;
- Develop media resources, e.g. press releases, press kits, videos;
- Develop external communication products, e.g. fact sheets, newsletters, etc;
- Design visual materials, e.g. posters, roll-ups, etc;
- Shoot and edit photographs and video;

**3/ Facilitation of a social media Community of Practice for selected youth advocates**

- Run and moderate an online community to create a sense of connection for youth advocates from different countries;

**4/ Training youth advocates on media appearance + effective use of social media.**

- Provide coaching and guidance to selected youth on how to communicate their messages;

**5/ Support the overall communication of the Youth RESOLVE consortium**

- Perform any other substantive and/or administrative task that might be required.
- Support the design of visual materials like fact sheet, newsletter, video posters, roll-ups and other visibility material.
- Attend relevant events and ensure proper documentation
- Support with Digital Marketing by developing and executing social media marketing strategies on a range of platforms including Facebook, Twitter and Instagram

**Personal Specification**

1. A 2:1 degree in a relevant discipline within the last 2 years.
2. Interest and experience in event management.
3. experience in the development of communication products, including press materials, photography, video production
4. Strong knowledge of web and social media operations.
5. Proactivity & initiative to get things done.
6. Understanding of international affairs, global citizenship and social-political issues within the region.
7. A commitment to the principles and values of humanitarian work, including to improve the lives of those in need regardless of race, political affiliation, gender or belief.
8. Commitment to learning and fulfilling the Madad Internship Programme learning objectives.
9. Ability and willingness to travel to the field and work in challenging environments (travel expenses and accommodation will be paid).
10. IT skills proficiency, including Microsoft Word, Excel and PowerPoint.

**Skills sets developed**

1. An understanding of World Vision's work culture and values.
2. Understanding of campaigning, advocacy and policy influencing.
3. Understanding of youth empowerment and mobilisation.
4. Ability to manage time effectively and meet deadlines.
5. Team work skills and attention to detail.