



## Youth, Heritage and Culture Intern

### Application Pack

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[www.scotland-malawipartnership.org](http://www.scotland-malawipartnership.org)

Address: Room 3/7, City Chambers, City of Edinburgh Council, High Street, Edinburgh, EH1 1YJ

Tel: 0131 529 3164 Fax: 0131 529 3168 E mail: [info@scotland-malawipartnership.org](mailto:info@scotland-malawipartnership.org)

A company limited by guarantee (SC294378) and a registered Scottish charity (SC037048)



## **BACKGROUND OF THE SMP:**

The Scotland Malawi Partnership (SMP) is an independent umbrella organisation which exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. We do this by providing a forum where ideas, activities and information can be shared on our website, through our online mapping tool and through regular workshops, training events and stakeholder meetings. By creating a single space for all the organisations and individuals in Scotland currently engaged with Malawi to come together, we help reduce duplication of effort, add value to Scotland's historic civil society relationship with Malawi, and contribute towards poverty alleviation in Malawi.

We have over 1,200 members, all of whom have their own Malawi work/connections; you can search our member database and online mapping tool at: [www.scotland-malawipartnership.org/members/](http://www.scotland-malawipartnership.org/members/). Our membership includes all Scottish universities, 250 Scottish schools, half Scotland's local authorities, and hundreds of churches, charities, businesses and all manner of community groups.

We are active in coordinating, representing and supporting two-way dignified partnerships across a diverse range of areas including: cultural links; diaspora leadership; environment and renewable energy; faith links; further and higher education; gender; governance; health links; local authorities; primary and secondary education; sport; sustainable economic development; tourism; trade and agriculture; water; and youth.

The Partnership continues to be buoyed by the growth in both quantity and quality of civil society connections between Scotland and Malawi. The difference these links make in terms of combating poverty in Malawi and inspiring greater awareness in Scotland has been recognised from the outset as something immensely worthwhile. Indeed, the hundreds of Scotland-Malawi connections represent an innovative new approach to international development. This is an approach based not on 'donors' and 'recipients' but on long-standing, mutually-beneficial community-to-community, family-to-family and people-to-people links, each on its own quite modest but, taken together, a formidable force for progressive change.

In 2018, the SMP launched a new Youth, Heritage and Culture project, kindly supported by National Lottery players through the Year of Young People National Lottery fund. This project aims to meaningfully involve young people in the co-design, delivery and evaluation of events, workshops and campaigns designed to allow young people to develop new skills and to learn more about the shared cultural heritage between Scotland and Malawi. This included the recruitment of 10 young people from across Scotland aged 14-24 to form the SMP Youth Committee.

The Youth, Culture and Heritage Intern will play a vital role in the final part of the project as well as benefitting from the project itself by working with the Youth & Schools Manager to create a development plan to increase their own skills and knowledge. This plan will include training opportunities with partner organisations such as the David Livingstone Birthplace Project throughout the course of the internship. The YHC Intern will also play an important role in working with the Youth Committee and the SMP team to look at the legacy of the project beyond its end in June.

**David Hope-Jones OBE, Chief Executive Officer**

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## **VISION, MISSION AND VALUES:**

### Vision:

The SMP exists to inspire the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. The Scotland Malawi Partnership promotes a people-to-people model of development, rooted in the shared history between our two countries. It focuses on active relationships between people to foster a shared understanding of the development challenges facing Malawi and to support the development of practical, sustainable solutions. It is through this deeper understanding and shared human experience that the people of Scotland and Malawi will be able to effect real and lasting change, both through their own activity and by influencing the policies and actions of governments and institutions.

### Mission:

We aim to foster links, consistent with our values, between the two nations, and encourage development of sustainable projects in Malawi by:

- informing and inspiring civil society in Scotland about the work of the Partnership, the unique shared history between Scotland and Malawi, and the development challenges facing Malawi, in order to increase public support for extending and enriching the relationship between the two nations
- seeking to employ an alternative model of international development, based on mutually beneficial civil society partnerships and links, and advocating its wider employment elsewhere
- acting as a forum for encouraging best practice amongst member organisations through the provision of training and the sharing of ideas, processes and information
- encouraging a reduction in the duplication of effort in Malawi by facilitating networking, promoting shared learning and raising awareness of existing initiatives
- developing support mechanisms which can lead to an exchange of people and/or advance cultural, political or economic understanding between Scotland and Malawi
- informing our members of activities, opportunities or items of significance arising in either Scotland or Malawi
- demonstrating the relevance of Scotland's civil society contribution to the attainment of the Government of Malawi's Growth and Development Strategy and the Sustainable Development Goals.

### Values:

Our Values describe our approach, and our Vision and Mission can only be achieved if staff, directors, member organisations and associate members hold these values:

- Mutual respect – we recognise that the historic bilateral civil society relationship between Scotland and Malawi is built on trust and mutual respect and we celebrate its inherent reciprocity
- Cooperation - We foster a spirit of cooperation, building partnerships and alliances in pursuit of our objectives, avoiding duplication and forging creative ways to work together
- Internationalism - We stand in the tradition of Scottish internationalism, resisting isolationism and xenophobia, believing that Scotland's strength lies in building strong relationships with nations elsewhere in the world
- Service - Paramount in all our work is provision of the highest possible quality of service to our members. We strive to meet their expressed needs by offering relevant information, advice, training and resources

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- Continuous improvement – we continuously strive to improve the quality of our service, as perceived by our members, to encourage viable, ethical development activity between our members and their Malawian counterparts
- Sector understanding – we understand the sector(s) in which our members are operating, both in Scotland and Malawi, and respond positively to situations which can advance developmental aspects of the Partnership
- Development – staff, directors and members are committed to encouraging links between Scotland and Malawi, to reduce poverty, promote justice and relieve suffering in Malawi. To achieve that, we all have a role to play in managing our own development and in being supportive of others.

#### THE PARTNERSHIP PRINCIPLES:

<b>P</b>	<b>Planning and implementing together</b>	▼
<b>A</b>	<b>Appropriateness</b>	▼
<b>R</b>	<b>Respect, trust and mutual understanding</b>	▼
<b>T</b>	<b>Transparency and accountability</b>	▼
<b>N</b>	<b>No-one left behind</b>	▼
<b>E</b>	<b>Effectiveness</b>	▼
<b>R</b>	<b>Reciprocity</b>	▼
<b>S</b>	<b>Sustainability</b>	▼
<b>H</b>	<b>Do no harm</b>	▼
<b>I</b>	<b>Interconnectivity</b>	▼
<b>P</b>	<b>Parity (equality)</b>	▼

## JOB ADVERTISEMENT:

Youth, Heritage and Culture Intern

Salary: £21,450 (£8,580 pro rata, 0.4 FTE - 15 hours total per week)

Location: Edinburgh City Chambers (253 High Street, EH1 1YJ)

The Scotland Malawi Partnership is recruiting for a Youth, Heritage and Culture Intern to assist its work inspiring the people and organisations of Scotland to be involved with Malawi in an informed, coordinated and effective way for the benefit of both nations. The post-holder should have an interest in international development, youth and schools work, and the shared cultural heritage between Scotland and Malawi.

The post-holder will assist the Youth & Schools Manager and Youth Committee in the delivery of the final phase of the SMP's Heritage and Culture Youth Project, which is kindly funded by the YOYP National Lottery fund. This will include working with the Y&S Manager and Youth Committee:

- To advertise, organise and deliver heritage and culture workshops across Scotland.
- To recruit new members to the Youth Committee and organise meetings.
- To evaluate the project and to develop the legacy for the SMP's youth work past the end of the project.
- To support youth and schools activities to gain skills and experience in a small but busy international development organisation.

You must be aged 24 or younger to be eligible to apply as this role is being offered as part of the Scotland Malawi Partnership's Youth, Heritage and Culture project, supported by the Year of Young People National Lottery Fund. Fitting with the project's aims, this role will meaningfully involve a young person in the design, delivery and evaluation of heritage and community activities.

This is a fixed-term position for 10 weeks as it is funded through a grant from the National Lottery.

The post-holder is required, at the time of application, to have the right to work in the UK.

The Partnership is an equal opportunities employer.

For further information and an application form visit: [www.scotland-malawipartnership.org](http://www.scotland-malawipartnership.org) or contact 0131 529 3164 – [gemma@scotland-malawipartnership.org](mailto:gemma@scotland-malawipartnership.org)

The deadline for all applications is 09.00 on Thursday 26 March 2020.

Interviews will take place in Edinburgh on the 1<sup>st</sup> and 2<sup>nd</sup> April 2020.

**Scottish Charity (SC037048)**

**Company Limited by Guarantee (SC294378)**



SUPPORTING  
year of young people  
bliadhna na h-òigridh  
2018





## **JOB DESCRIPTION:**

### Youth, Heritage & Culture Intern

#### Core Areas of Responsibility:

- Assist Youth & Schools Manager (YSM) to organise workshops in schools across Scotland.
- Work with YSM and Communications Officer to identify opportunities to advertise workshops to schools across Scotland.
- Work with YSM and Communications Officer to create social media content promoting the workshops and the project to schools, young people and other stakeholders.
- Assist YSM and Youth Committee to deliver workshops in schools across Scotland.
- Organise and attend Youth Committee meetings.
- Work with YSM and Youth Committee to recruit new members to the Committee.
- Support YSM in organisation and delivery of SMP youth and schools activities.
- Work with YSM and Youth Committee to evaluate workshops delivered in schools.
- Work with YSM and Youth Committee to evaluate the project.
- Create content for Youth Committee page on SMP website to keep the public and stakeholders up to date with the project's activities and progress towards outcomes.
- Other duties as required for the smooth running of the Partnership.

#### Location

The Partnership office is located at City of Edinburgh Council, Room 3/1, City Chambers, High Street, Edinburgh, EH1 1YJ.

#### Salary

The salary is £21,450 per annum pro rata - 0.4 FTE - 15 hours total per week (therefore a gross salary of £8,580).

#### Application Procedure

Application forms and equal opportunity forms are available at:

[www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/](http://www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/)

Please complete the application form and the Equal Opportunities form (if you wish to do so) and email, with your CV (maximum 2 sides A4), to: [gemma@scotland-malawipartnership.org](mailto:gemma@scotland-malawipartnership.org)

To discuss the role, or for further information, please contact Gemma Burnside on 0131 529 3164

[gemma@scotland-malawipartnership.org](mailto:gemma@scotland-malawipartnership.org)

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## PERSON SPECIFICATION:

It is essential that the Youth, Heritage and Culture Intern is able to:

Work effectively with others:

- acting as part of a team;
- engaging a diverse spectrum of colleagues, partners and stakeholders;
- communicating and engaging effectively;
- displaying interpersonal awareness;
- showing respect for others.

Be committed to the work of the Partnership:

- taking pride in the Partnership's work;
- displaying professionalism while remaining personable;
- ensuring the reputation of the Partnership is maintained.

Work to the highest reasonable standards:

- taking responsibility for ones actions;
- being reliable and trustworthy;
- having an outcome-focused approach, seeing projects through to completion;
- being punctual and meeting deadlines.

Embody the vision, mission and values of the Partnership:

- showing personal honesty and integrity;
- displaying mutual respect and understanding;
- extolling the spirit of cooperation, building partnerships and alliances;
- promoting internationalism.

Abilities/skills required	Essential	Desired
Good numeracy, literacy and oral communication skills	X	
Good organisational skills and ability to work proactively	X	
Experience of using IT and web-based technology	X	
Experience of using MS office applications, particularly Outlook and Word	X	
Determined and committed to high quality standards	X	
Interest in international development and/or youth and schools work	X	
Experience of working with young people and/or in schools		X
Experience of working in a fast-paced environment		X
Experience of working in a small team with competing demands		X
Ability to demonstrate initiative, be proactive and offer a solution-oriented approach		X

## **OUTLINE TERMS AND CONDITIONS OF EMPLOYMENT:**

### **1. General Conditions of Employment**

The post-holder will report to, and be line managed by, the Youth & Schools Manager. The Partnership is a company limited by guarantee under the Companies Act 1985 (SC294378) and is a registered Scottish charity (SC037048). Its remit and conditions of operation are set out in its Memorandum and Articles of Association. The post-holder will be legally required to work within these conditions.

### **2. Service / Working Time**

Unless otherwise indicated, the post-holder will be appointed for part-time service at 15 hours (totalling two working days a week). Core working hours are usually between 09.00 and 17.30 Monday to Friday; however, there is a reasonable degree of flexibility as to days and hours worked. Some out of hours working will be required – most notably Youth Committee meetings in Edinburgh, roughly every four weeks. Where out of hours or additional working is required (for example, for meetings, forums or events) equivalent Time Off in Lieu (TOIL) will be granted by agreement with the Line Manager. There may be times in the year that are especially busy for this role: when it would be mutually convenient to increase the number of hours worked a week. Where this is agreeable to the Partnership and the post-holder, and budget allows, hours may be increased to cover specific, busy periods.

### **3. Duration**

This is a fixed-term position, running for 10 weeks from the start date of the contract as it is part of a specific project funded by the National Lottery Year of Young People fund.

### **4. Holiday Entitlement and Sick Leave**

Annual leave entitlement is 24 days per year (pro-rata), to be taken by arrangement with the Line Manager. In addition to annual leave the post holder will be entitled to all official City of Edinburgh Council public holidays. Statutory Sick Pay will apply.

### **5. Pension Scheme**

All staff are automatically enrolled in a defined contribution pension scheme administered by The Pensions Trust. It is based on a 5% contribution of pensionable salary by the employee, with a matching contribution by the employer. Employees can opt out.

### **6. Probationary Period / Review Procedure**

The appointment is subject to a probationary period of 1 month's duration, after which an appraisal will be carried out. The Partnership reserves the right to terminate employment at any time during the probation period. The post-holder will take part in bi-monthly supervisions with the Line Manager.

### **7. Notice and Termination**

The employment of a member of staff is terminable by one month's notice, in writing, on either side. The Partnership is not obliged to continue a fixed-term appointment beyond the employment period.

### **8. Grievance and Disciplinary Procedures**

Please refer to the staff handbook.

*Final Terms and Conditions to be agreed at the point of job offer.*