

Events and Training Internship STAR (Student Action for Refugees)



Role Title: Events and Training Intern

Location: STAR National Office in Bethnal Green, London

Time: 3 days per week, for 3 months

Expenses: The role is unpaid. We will reimburse daily travel expenses up to the value of £7.50 per day and lunch expenses up to £3 per day.

Start date: Week beginning 20th September 2010

Purpose of Role: To support the STAR National Office team in coordinating STAR's 2010 National Conference (20th-21st November) and organising quality training opportunities for the STAR network.

Context: STAR is the national network of student groups working to improve the lives of refugees in the UK by promoting positive images of refugees, volunteering for local refugee projects, and campaigning for better conditions for refugees. The STAR national team works with groups to provide training, resources and advice to enable the network to achieve the maximum possible impact for refugees. The yearly STAR conference is the only UK conference for students about refugees and is a fantastic opportunity for students to find out more about refugees, meet other students, and share their ideas and experiences.

Main responsibilities

To coordinate the STAR 2010 National Conference including:

- Organising and booking accommodation and catering for delegates and speakers
- Liaising with guest speakers and workshop facilitators
- Managing bookings and responding to enquiries from students
- Promoting the conference to students at universities around the UK
- Organising the Saturday Night Party, including booking entertainment, a suitable venue and catering
- Producing a delegate pack for the weekend including a programme booklet
- Managing logistics and a team of volunteers during the weekend of the conference
- After the conference: evaluating the event and preparing a final report

Other

- To coordinate local training sessions for STAR groups. This will include; managing bookings, liaising with trainers and STAR groups.
- To produce written evaluation reports of training sessions and events
- To provide general office-based assistance for other STAR activities and projects

Person Specification

Relevant skills, experience and personal characteristics:

Essential

- Understanding of the issues faced by refugees and asylum seekers in the UK
- Commitment to the aims of STAR
- Excellent planning and organisational skills with an ability to meet deadlines
- Strong written and verbal communication skills, ability to tailor writing to people from a variety of backgrounds
- Ability to work with people from a wide variety of cultures and backgrounds
- Ability to use own initiative to complete tasks independently
- Flexible approach to role and able to work well in a small team
- Excellent computer skills, including experience with Microsoft Office
- Willingness to work some evenings or weekends if require
- Available to volunteer during the conference (November 20th-21st 2010)
- Some experience of organising events and/or training in a paid or voluntary capacity

Desirable

- Proven ability to lead the organisation of events and/or training in a paid or voluntary capacity
- Understanding and experience of working with student organisations

We particularly encourage applications from individuals with refugee backgrounds.

Application Procedure

Please download and complete the application form from www.star-network.org.uk. Applications will be accepted by e-mail or post. If you do not have access to the internet please contact the STAR office for an application form. Only application forms will be considered, CVs will not be accepted.

Email: volunteering@star-network.org.uk

Post: Events and training internship, STAR, Oxford House, Derbyshire Street, Bethnal Green, London, E2 6HG

Closing date for applications: Tuesday 7th September 2010

Interviews to be held on: Tuesday 14th September 2010

If you have any questions, or would like to find out more about the role, then please contact Emily on 020 7729 8880 (ext. 206) or volunteering@star-network.org.uk