

## **Mediation Northern Ireland Internship Programme**

At any one time, Mediation Northern Ireland has 1 or 2 volunteers and interns, who work at mediation development tasks. We ask for a commitment of three months to one year. We occasionally consider shorter or longer internships under exceptional circumstances, but these are rare and on a case by case basis only.

Interns are based in our offices in Belfast. Overall responsibility for the programme rests with Andrew McCracken, Assistant Director (Resources). Interns' work will be managed on a day-to-day basis by their assigned member of staff.

Interns are an invaluable part of the organisation and, as far as possible, are given a wide variety of tasks and responsibilities to undertake. Whilst interns do provide considerable administrative assistance to the organisation, they also have the opportunity to gain experience in research, events management, mediation, practice and fundraising.

Further information on the specific areas interns can get involved in is outlined below. We try to ensure that interns are given an opportunity to get involved in the specific area(s) which most interest them.

The posts are voluntary, although local travel expenses and a lunch allowance of £5 per day is paid.

Volunteers and interns must be committed to the aims and values of Mediation Northern Ireland.

### **General Administrative Duties**

You can assist the organisation to work effectively by:

- Undertaking mailings, photocopying, faxes etc
- Undertaking data entry and maintenance of organisation's contacts database
- Data input for database and evaluation
- Covering 'phone calls and reception when required
- Assisting Finance Officer as required
- Website development and marketing support
- Hospitality, events organising and training
- Co-ordination of volunteer monitors and mediators

Most of these supportive roles require confidence in using computers, particularly Microsoft Office software.

### **Specific Project Areas**

If you have pre-existing mediation experience you may be assigned to specific teams within the organisation to help with work including:

- Assisting in developing events and training
- Maintaining organisation's information systems, identifying key contacts for the organisation, as well as undertaking special projects on behalf of staff
- Research assistance for forthcoming meetings, articles, speeches and other public Mediation Northern Ireland activities
- Researching the academic and theory literature of mediation training and preparing background notes for trainers.

- Depending on your relevant experience, support to, and in some cases, delivery of mediation casework.

### **Applying to be an intern.**

To apply for an internship or volunteering position, please send the application form to Andrew McCracken (contact details below).

Timetable for recruitment is as follows

- January – March applications must be received by 1<sup>st</sup> October previous year
- April – June applications must be received by 1<sup>st</sup> January previous year
- July – September applications must be received by 1<sup>st</sup> April
- October – December applications must be received by 1<sup>st</sup> July

We receive a lot of requests but if you have missed this deadline email **Maire** in case a vacancy has arisen.

### **Contact**

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