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Position Title: Diversity and Integration Intern
Location: London, UK
Start Date: *Immediate*
Job Ref No: CEDAR006

This is a voluntary 6-month position with lunch and central London travel costs reimbursed

Job Summary

The intern will work with the Institute for Strategic Dialogue's Diversity and Integration team and provide particular support to the Institute's CEDAR initiative (European Muslim Professionals' Network). This major civil society initiative aims to represent a growing generation of young successful Muslim professionals in Europe to bolster their influence within wider professional, political and social networks (see www.thecedarnetwork.com). The role will encompass a range of duties including coordination of project activities, event planning and organisation of meetings, project research, web support and administrative activities (correspondence, database management, filing).

In addition to general network coordination, including website, social media and membership, the role will support the annual CEDAR networking event, the next European Muslim Women of Influence award and the development of youth mentoring templates for use by network members. Other potential projects may include the development of a Parliamentarian network and a youth Parliamentors initiative.

The Intern will also provide support to the Phoenix Initiative which is a project exploring the moral, philosophical and practical underpinnings for developing a more robust and confident centre ground capable of marginalising different ideological extremes.

The internship is an opportunity to gain an insight into the working environment of a dynamic, fast paced international relations organisation.

The role is for at least 6 months on a fulltime basis.

Key Responsibilities

- Provide co-ordination and logistical support for CEDAR and Phoenix events and meetings;
- Assist the overall administration of the Network, including public relations and communication with members/partners/donors etc;
- Coordinate project activity including a pan-European networking event to be held in autumn 2012 and the European Muslim Women of Influence awards.

- Working closely with the CEDAR Chair, coordinate the development and updating of CEDAR websites (www.thecedarnetwork.com and www.cedar-emwi.com), including membership profile compilation and multimedia communication;
- Undertake research assignments as needed and compile background documents;
- Input Diversity and Integration Programme contacts and information into the ISD database on a regular basis;
- Provide other support to the CEDAR and Phoenix Networks and the Diversity and Integration team on other activity as needed;
- Fulfil other tasks assigned by the ISD team where necessary.

Requirements

The ideal candidate will have:

- A relevant undergraduate degree or equivalent experience in a related field as well as a specific interest in the issues of diversity and integration;
- Office and/or project administration experience;
- Web management and social media experience;

The candidate will possess:

- Excellent organisational and communication skills;
- Excellent computer and web skills;
- A strong attention to detail;
- The ability to be diplomatic and effectively communicate with a wide range of people;
- The ability to work independently and as part of a team;
- The ability to multi-task and work within a dynamic environment;
- A second European language (desirable).

Institute for Strategic Dialogue

Based in London, the Institute for Strategic Dialogue (ISD) is an independent policy organisation and think tank working with leaders in government, business, media and academia to develop multi-country responses to the major security and socio-economic challenges of our times and to enhance Europe's capacity to act effectively and strategically with other key players in the global arena.

Through a range of long-term policy, educational and cultural programmes, including specialised task forces, closed policy meetings with government heads, cross-border networks and scholarships, the Institute fosters leadership and stability across Europe and its wider neighbourhood, bridging communal, religious and political divides.

Application Procedures

Applicants for this internship are requested to send a full Curriculum Vitae with a covering letter, to info@strategicdialogue.org by **Sunday 19th February 2012**, quoting the reference number. Interviews will be held the week of 20-24 February. Please note that only short-listed candidates will be contacted.

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