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**Position Title:** Weidenfeld Scholarships and Leadership Programme Intern  
**Location:** London, UK  
**Start Date:** *Immediate*  
**Job Ref No:** WSLP003

*This is a 6-month voluntary role with monthly reimbursements for travel and food expenses.*

### **Job Summary**

The intern will provide overall support to the Institute for Strategic Dialogue's Weidenfeld Scholarships and Leadership Programme. This Programme seeks to cultivate the leaders of tomorrow from transition and emerging economies; in its first phase the Programme has mainly focussed on Europe's wider neighbourhood including Eastern Europe, Central Asia, Russia, the Middle East and North Africa. It provides outstanding university graduates and young professionals from those regions with the opportunity to pursue graduate studies - 1-2 year Masters or 3 year DPhil courses - at the University of Oxford and enables them to participate in a comprehensive programme of leadership development, long-term mentoring and networking.

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

This voluntary role is for a minimum of 6 months on fulltime or part-time basis. Travel and food costs will be reimbursed.

### **Key Responsibilities**

- Assist the Programme Associate in the administration of the Weidenfeld Scholarships and Leadership Programme including regular updating of ISD database with relevant contacts;
- Lead in the coordination of the alumni programme;
- Input on all programme related social media activity, engage in the day-to-day management of the Scholarships Intranet site and monitor the facebook page;
- Coordinate programme related outreach to raise the overall Programme profile and reach appropriate candidates in its target countries;
- Provide coordination and logistical support for Scholarship related events and meetings;
- Undertake research assignments and compile background documents as needed;
- Assist with the maintenance of ISD's website including uploading information;
- Fulfil other tasks assigned by the ISD team where necessary.

## **Requirements**

The ideal candidate will have:

- A relevant undergraduate degree and a specific interest in international and European affairs;
- Office and/or project administration experience;
- Event planning experience;
- Experience in website development/management, including experience with social media;
- Experience working with people from different social and cultural backgrounds.

The candidate will possess:

- Excellent organisational and communication skills,
- Solid computer skills,
- Strong attention to detail,
- The ability to multi-task and work in a dynamic environment,
- The ability to be diplomatic and effectively communicate with a wide range of people,
- The ability to prioritise and work independently, as well as in a diverse team,
- A second European language (desirable).

## **The 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](mailto:info@strategicdialogue.org) by **Sunday 19th February 2012**, quoting the reference number. Interviews will be held the week of February 20-24. Please note that only short-listed candidates will be contacted.

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