

MDEP Internship Description

INTERNSHIP TITLE:	Bookshop Intern
RESPONSIBLE TO:	Programme Development Manager
LIASES WITH:	DEP Director Programme Coordinators Finance Officer
DAYS:	2/3 days per week
TIME PERIOD:	3 months

CONTEXT/BACKGROUND INFORMATION:

DEP:

DEP work with teachers, trainee teachers, youth workers and other educators to promote diversity, global education and sustainable development.

DEP is based at the MMU Institute of Education in Didsbury but its geographical coverage is across Greater Manchester and it is one of seven DEC projects across the North West.

The DEP projects currently operate in a number of areas across the region and Manchester DEP Teachers' Resource Centre and Bookshop has over two thousand teaching resources related to Global Education, and participatory methodologies, Manchester DEP also runs curriculum development projects and offers training courses designed to meet teachers' and schools' needs.

DEP Vision: promoting global learning for a just and sustainable world.

ORGANISATION

The Bookshop Intern will report to the DEP Programme Development Manager. The post will be based at DEP offices in Didsbury, Manchester.

The core work of DEP is the delivery of a programme of work that deliver the main vision and aims of the organisation and focus on the 'Global Perspective' and this is in the main delivered to pupils in schools, teachers and trainee teachers.

Company Aim:

DEP promotes development education in the formal sector of education. We aim to encourage and develop educational approaches and methods which will;

- Increase understanding of the economic, social, cultural, political environment and spiritual forces which shape the relationship between 'North' and 'South' and which affect us all

The terms 'North' and 'South' reference globally as opposed to Great Britain.

In order to achieve the aims the post-holder will be expected to;

- *Work within DEP agreed policies and practices*
- *Seek to achieve the objectives set through the Business Planning process*
- *Work to the highest possible standards to ensure quality in all areas of the Company's operation*
- *Ensure that all projects undertaken receive the same high standards of care and attention*
- *Be flexible in their approach to work and schedules.*
- *Work to promote a dynamic understanding of Global Perspectives and equality in all areas of the company's work*

OVERALL PURPOSE:

This Internship requires someone who has passion and commitment and the ability to think creatively, alongside a keen interest in global current affairs and a willingness to find out more and pass on learning to others.

This Internship is a great opportunity to get hands on experience, develop skills and knowledge and enhance career goals.

The position will be responsible for the running of the bookshop and the development of its associated activities. The bookshop is a central support mechanism to the projects, training and partnerships of DEP as well as increasing its profile and income generation.

The successful intern will have excellent organisational and administration skills along with strong written and verbal communication skills. The intern should have experience of working with people from a wide range of backgrounds and cultures.

KEY RESPONSIBILITIES:

1. To coordinate the marketing of DEP publications and be responsible for sales and distribution of DEP publications
2. To be responsible for the DEP Bookshop and all related resources.
3. To carry out all the purchasing of resources for the bookshop
4. To ensure regular stock taking and stock cleanse is carried out.
5. To be the DEP resources point of contact and represent DEP at events.
6. To carry out the marketing and promotion of the bookshop and resources through a range of means including online including DEP social sites.
7. To oversee the administration of the DEP website
8. The production and distribution of the DEP termly newsletter.
9. To develop a database for marketing mailouts
10. To create a branding image for the bookshop and related activities
11. To link to MMU relevant activity ie Literature Festival and creative writing MA.
Etc
12. To build and manage volunteer database for the bookshop and related activities

PERSON SPECIFICATION

MDEP Bookshop Intern

This is a busy but very interesting Internship. As such we are looking for a highly motivated and competent Intern, who is able to work creatively and proactively. You will need:

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in cross-cultural context and overseas in a GX programme 	<ul style="list-style-type: none"> • Experience of campaigning or working on social action projects
Knowledge	Knowledge of: <ul style="list-style-type: none"> • Book sales systems • Global education, active citizenship • Participatory and public engagement activities • Social media, websites, blogs and other online media • Volunteering or working with volunteers 	Knowledge of: <ul style="list-style-type: none"> • Running workshops around books and literature
Skills /Abilities	<ul style="list-style-type: none"> • Good communication, both written and verbal • Ability to work on own initiative • Ability to plan and deliver a piece of work • Use of MS office and other computer packages. • Creative ability to think outside the box • Strong research skills 	<ul style="list-style-type: none"> • Writing blogs, websites or other social media tools • Delivering workshops ie storytelling, creative writing etc
Personal qualities	<ul style="list-style-type: none"> • Effective team worker • Enthusiastic and self motivated • Professional approach to the work environment and in relationships with volunteers and staff 	<ul style="list-style-type: none"> • Commitment to keeping up to date with DEP strategy • Interest in sustainability, global learning and development education
Circumstances	<ul style="list-style-type: none"> • Able to commit to two/ three days work per week • Available for a minimum of three months (April – June 2011) 	