

**GRADUATE INTERSHIP PROGRAMME
APPLICATION PACK**

Thank you for your interest in the Graduate Internship Programme, in this document you will find information on the Programme, guidance notes on how to complete the application pack as well as the application pack and monitoring form. If you have any questions regarding the application please contact Cailin Hardy at East Belfast Partnership on cailin@eastbelfast.com

Although East Belfast Partnership will be managing the programme, the interns will not all be based there but with an organisation operating within the 'not for profit' sector in Belfast. More information on the placement organisation is included in the job description & personnel specification documents enclosed.

Temporary Employment under the Graduate Internship Programme

- ✚ Individuals are only eligible for **one period of** employment funded by the Graduate Internship Programme lasting up to a maximum of 26 weeks.
- ✚ The interns are projected to commence mid February 2010.

Eligibility

- ✚ To be eligible for Graduate Internship Programme applicants must have graduated from the 2008/09 cohort. All graduate applicants for internships must have a full degree award

Completing the Application Form – Guidance Notes

Please read these notes carefully before completing your Application Form. The East Belfast Partnership are coordinating the Graduate Internship Programme

1. Please complete the application form in either type or handwritten in black ink in capital letters. **Please note incomplete applications will not be considered.**
2. Please note that CVs will not be accepted.
3. It is essential to demonstrate how you meet the essential and desirable criteria as outlined in the Personnel Specification. Please ensure you give adequate examples to demonstrate your suitability for the position you are applying for.
4. Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must be an academic reference.)
5. Completed Application forms should be returned in the first instance by email to cailin@eastbelfast.com or by post, marked clearly for the attention of;

CAILIN HARDY
East Belfast Partnership
Avalon House
278-280 Newtownards Road
Belfast
BT4 1HE

6. If applying via post please ensure your postage costs are met in full as applications which are not received by closing date due to insufficient postage paid will NOT be considered.



Digital and Online Developer – Ref: GIP/07

Dundonald Family & Community Initiative
P.O.Box 851
Belfast
BT16 2WZ

(Registered Charity No XR87900)

E:sally.campton@dfci.org.uk

DFCI was established 9 years ago and is an initiative of Dundonald Methodist Church. It is a faith-based community development organisation working alongside the people of the Ballybeen Estate and wider Dundonald area. DFCI responds to local issues by seeking to increase the skills, confidence and self-esteem of children, young people and their families in the local community through our programmes and activities. We also involve around 60 local volunteers each year and provide them with opportunities to build capacity, gain experience and so contribute to the health and well being of the wider community. We work in partnership with a wide range of other local voluntary and statutory organisations.

JOB DESCRIPTION

1. JOB TITLE: Digital and Online Developer (Internship)

APPROPRIATE LINE MANAGER: Sally Campton, Project Coordinator

2. JOB PURPOSE: We are looking for someone to help us conceive and deliver the digital strategy for our small locally based charity in Greater East Belfast. The project will involve the collaborative examination of the charity's current and future digital strategy, both on the web and beyond. It will seek to explore the many broad challenges and opportunities the current landscape presents with a focus on how the charity may use digital media to best support and also secure resources for its mission.

3. MAIN DUTIES: Specific duties will include:

- i) In partnership with other staff, volunteers and management committee develop an overall proactive digital strategy for DFCI that takes account of the charity's resource needs.
- ii) Design a DFCI Web site and ensure that it is visually effective, easy to access and complimentary to the overall online strategy.
- iii) Research digital best practice and creative solutions within the "not for profit" sector and advice DFCI about relevant results.

- iv) Provide expertise that will help the Fundraising sub committee to develop a range of possible proactive options including online promotional campaigns, eNewsletters, donor database development and online payment systems.
- v) Increase the ability of DFCl to communicate its vision with all existing stake holders and future supporters by ensuring that we are effective in maximising the use of communication technologies including social networking tools.
- vi) Develop an exit strategy which will inform practice from the start and help to ensure that any developments can be sustained after the internship ends.

Training & Development: Through the delivery of this work, the post will provide the successful applicant with enhanced understanding and experience of a vital skills-set for the voluntary and community sector, thereby providing marketable experience for their future employment. It will also provide the opportunity for the intern to set and achieve their own learning objectives in the field of digital and online development.

DFCl has considerable experience in supporting and managing personnel including paid staff, volunteers, interns and students. The successful Intern will be supported through regular supervision and have the opportunity to contribute to the ongoing work of the DFCl team.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Excited by new digital applications and design, you will have considerable experience of turning your designs into elegant and compliant CSS and XHTML. • Have proven experience of being able to use a broad range of skills in the initiation, development and completion of a relevant digital media project. 	<ul style="list-style-type: none"> • Experience of working in voluntary organisations. • Fundraising experience. • E-commerce experience. • Experience with web database solutions. • Presenting to groups and/or delivering training. • Experience of establishing online security protocols.
Attainments	<ul style="list-style-type: none"> • 3rd level qualification in relevant subject 	

PERSON SPECIFICATION (continued)

<p>Skills & Attributes</p>	<ul style="list-style-type: none"> • As the sole designer, you must have the confidence and skills to design and produce all internal digital projects – including online promotional campaigns and website development, eNewsletters, donor database development and online payment systems. • Have a broad set of design skills - proficiency using Photoshop, Flash, CSS, XHTML and JavaScript is fundamental. • Be creative, self-motivated, and able to work with little guidance in an organized and efficient manner. • Pay attention to detail and have the ability to fix problems. • Have in depth knowledge of current web-design trends and techniques. • Be able to translate complex business requirements into usable digital interfaces. • Have an understanding of online security issues. 	<ul style="list-style-type: none"> • Video editing skills. • Programming skills. • PR and Marketing skills. • Working knowledge of PHP, MySQL.
<p>General</p>	<ul style="list-style-type: none"> • Be in sympathy with the aims and mission of DFCI. • Have a working style which is inclusive, sensitive and empathetic. 	

For internal use only

Application Ref:	DR:	SL:	CB:	DSO:



GRADUATE INTERNSHIP PROGRAMME – APPLICATION FORM

Please ensure the completed application form is returned either by email cailin@eastbelfast.com or by post marked clearly for the attention of;

CAILIN HARDY
East Belfast Partnership
Avalon House
278-280 Newtownards Road
Belfast
BT4 1HE

Incomplete applications and those received after the closing date will not be considered.

Please complete in either black ink (CAPITALS) or type

POSITION APPLIED FOR

Job Title	Reference
GRADUATE INTERNSHIP PROGRAMME - Digital & Online Developer	Dundonald Family & Community Initiative GIP/07

APPLICANT DETAILS		
Surname	Forename(s)	Title
Address		
Home Telephone Number	Mobile Telephone Number	Email Address
Do you hold the necessary permit to work within the European Union? (Please circle)	Yes	No Not Required
<i>N.B. Proof of right to work MUST be provided prior to job offer, failure to comply will result in rejection of application</i>		

Do you hold a current valid driving licence and have access to a form of transport? *(please tick)*

Driving license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Access to transport?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**EDUCATION, QUALIFICATIONS
& TRAINING**

Please use the following section to detail your qualifications to date including any pending awards. Please complete in detail as modules studied within qualifications may enhance your eligibility. **Please note that offer of internship will be pending proof of degree qualification.**

FURTHER / HIGHER EDUCATION

Establishment	Completion Date <i>(month / year)</i>	Degree Achieved <i>(classification, faculty etc)</i>

SECONDARY EDUCATION

School <i>(i.e. Secondary, Grammar etc)</i>	Examinations / Qualifications <i>(state subjects and grades obtained)</i>

DETAILS OF ANY TRAINING

Course Title & Details	Date Completed

EMPLOYMENT HISTORY

Please use this section to provide information on your employment history to date, this should include any part time, casual, voluntary or placement employment. Please note information here which could assist in your application.

Company / Organisation	Dates Employed (From / To)	Position and responsibilities	Full Time / Part Time / Placement etc

Please continue on a separate sheet if necessary

ESSENTIAL CRITERIA

Please review the application information prior to completing this section and ensure you clearly demonstrate how you meet the essential criteria as detailed in application information pack. This can include experience / skills gained through not only education and employment but any voluntary, extra curricular activities or personal interests.

Please continue on a separate sheet if necessary and attach

DESIRABLE CRITERIA

Please review the application information prior to completing this section and ensure you clearly demonstrate how you meet the desirable criteria as detailed in application information pack. This can include experience / skills gained through not only education and employment but any voluntary, extra curricular activities or personal interests.

[Empty response box for providing details on how the applicant meets the desirable criteria.]

Please continue on a separate sheet if necessary and attach

REFERENCES

Please supply the names, addresses and contact details of 2 referees, one of which **MUST** be from the faculty at which you studied. The second can be a work, personal or character referee. References will be taken up without further notice, please ensure you have advised your nominated persons prior to submission of this application.

Referee 1

Referee 2

Name:	Name:
Position:	Position:
Address:	Address:
Telephone:	Telephone:
Mobile:	Mobile:
Email:	Email:

DECLARATION

I declare that all the foregoing statements are true to the best of my knowledge and belief and I understand that failure to fully complete this form will result in it not being considered.

Signed: _____

Print Name: _____

Date: _____

N.B. For electronic applications please type name in signed section. For electronic applications an authorising signature will be required at interview.

MONITORING INFORMATION

Application Reference Number: _____

Applicant Reference Number: _____
(Internal use only)

Information provided on this sheet will NOT be available to those involved in the recruitment and selection process.

Please complete the details below and return this sheet with your Application Form. Do not put your name on this sheet. This information which you provide will be treated in the strictest confidence. It will not be used for any purpose other than to enable the Company to comply with the legislation. It will NOT be used to determine an applicant's suitability for employment.

Background

In relation to fair employment we require information from which the perceived religious community background of job applicants can be determined. The information we require is NOT a statement of specific religious belief but rather an indication of community background.

Please state your religious community background

- My background is in the Protestant community
- My background is In the Roman Catholic community
- My background is in neither the Protestant community nor the Roman Catholic community

Date of Birth

Please state your Date of Birth _____

Race Relations

Please state your national / ethnic origin (*circle*)

- White
- African
- Indian
- Chinese
- Irish Traveller
- Bangladeshi
- Caribbean
- Pakistani
- Mixed ethnic origin
- Other (please specify) _____

Country of origin (circle)

- Northern Ireland
- England
- Scotland
- Wales
- Republic of Ireland
- Elsewhere (please state) _____

DISABILITY

A "disability" is defined in legislation as "a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities".

- I do not have a disability
- I have a disability (If you have a disability please describe nature of disability below)
- My disability is _____

SEX

- Male
- Female