



## THE INTERNATIONAL NETWORK OF STREET PAPERS (INSP) Conference and Awards Co-ordinator Intern

[www.street-papers.org](http://www.street-papers.org)

**TITLE:** Conference and Awards Co-ordinator Intern (4-month Internship)

**REPORTS TO:** Maree Aldam, Network Development Officer

**PURPOSE:** From Scotland, help to organise the 14<sup>th</sup> Annual Conference and Awards of the 'International Network of Street Papers' which will take place in Norway, May 2009

### **ORGANISATIONAL OVERVIEW:**

INSP supports street paper projects worldwide to create employment for homeless people. The network connects almost 100 street papers in some 40 countries and supports new projects in the developing world. Through the network, street paper members receive advice, training, consultancy and access to funding and benefit from sharing resources, experience and mentoring.

### **SPECIFIC DUTIES:**

- *Draft and distribute pre-conference information to INSP membership*
- *Respond to all conference-related enquiries*
- *Collate and manage delegate registration database*
- *Research potential conference funders and sponsors*
- *Draft and distribute promotional material*
- *Research travel costs and visa information and co-ordinate some travel bookings*
- *Assist with delegate visa applications*
- *Collate workshop registrations and communicate with potential workshop leaders*
- *Manage invoices and receipts of delegate fees*
- *Draft and distribute conference delegate packs*
- *Undertake and other administration and translation work where required*
- *Support INSP staff in any additional conference-related tasks*

### **MINIMUM REQUIREMENTS:**

- Strong written and oral communication skills.
- Attention to detail and ability to work well independently.
- Language skills (particularly Spanish, German, Dutch, Portuguese or French) and fundraising experience beneficial

**TIME COMMITMENT:** 21 hours per week for a 4-month period, starting on Monday 26<sup>th</sup> January 2009 and finishing on or around the 15<sup>th</sup> May 2009. Preferable days are Monday, Wednesday, Friday, 10am-5pm, but there is some flexibility. There will be a lunch break of 1 hour.

### **LOCATION:**

INSP c/o SCVO  
Floor 3, Centrum Building  
38 Queen Street  
Glasgow G1 3DX  
Telephone: 0141 225 8037

A small monthly stipend of £150 will be paid for work undertaken. There may be an opportunity to travel to Norway if sufficient funding can be found.