



**Friends of
the Earth**

Young Friends of the Earth

Young FoE, a youth network within Friends of the Earth, was created in 2009 by and for young people wishing to campaign for environmental justice and sustainability in Ireland. We are looking for a dynamic coordinator to help us strengthen the network.

Post: YOUNG FRIENDS OF THE EARTH INTERN

Location: Upper Mount Street, Dublin 2

Responsible to: Policy and Advocacy Manager

The Opportunity

This is a unique opportunity to join a young, forward thinking team, to learn fast and to take on considerable levels of responsibility supporting FoE on issues including climate change and energy. Friends of the Earth campaigns for sustainable and just societies and for the protection of the environment and is part of the world's largest grassroots environmental network, Friends of the Earth International. Your role as Young Friends of the Earth intern will be to build and maintain a dynamic and diverse youth network for that empowers young people to campaign for environmental justice and sustainability.

Core objectives of the position:

- Establish YFoE in Ireland in third level institutions.
- Ensure that the Young Friends of the Earth National Co-ordinating Group is functioning and supported

- Support the NCG and YFoE groups to decide on, plan and take action for environmental justice and sustainability
- Promote membership and participation in Young Friends of the Earth groups and individual members
- Facilitate communication and interaction between YFoE groups and members within Ireland
- Facilitate communication and interaction between YFoE in Ireland and YFoE Europe
- Build the capacity of YFoE

Achieving these objectives will involve;

Communication

- Build-up Young FoE by contacting existing youth groups or young people within the network and giving them support
- Develop existing relationships and identify new networking opportunities
- Communicate via e-mail, conference calls and meetings where appropriate
- Be part of the National Co-ordinating Group guiding the network and support Young FoE in developing it's strategy
- Support working groups created by the network in achieving their aims
- Maintain a strong relationship between Young FoE in Ireland and the Young Friends of the Earth Europe office in Brussels.
- Build relationships Young FoE in Ireland and other youth groups in the Young Friends of the Earth Europe network.

Co-ordination of events

- Organise Young FoE meetings, activities
- Create and organise an action in 2010 in close collaboration with the Young FoE network
- Co-ordinate trips to international youth events
- Participate in Fresher's Week events in universities around Ireland in September 2010
- Support Friends of the Earth in their events

Website/ Online Communication

- Update website content for Young FoE
- Undertake basic design work with images and banners in Adobe Photoshop to use on website
- Interact with European youth groups from FoEE to deliver frequently updated content and images for Young FoE on what is happening in Europe
- Write a newsletter about Young FoE and circulate to members

Other tasks

- Prepare funding proposals write funding applications for Young FoE in 2010 under direction of the National Co-ordinating Group
- Be active in seeking sponsorship for international trips and activities
- Manage the financial and administrative work associated with formation and maintenance of the network
- Work to ensure that the agreements between Friends of the Earth and Young Friends of the Earth are met
- Be creative in contributing to ideas for activities in 2010-2011 and be thinking of future projects

Essential Requirements:

- Commitment to the values, vision and mission of Friends of the Earth
- Ability to work two and a half days a week in the Dublin office.
- Experience as an activist within an environmental or youth group
- A natural communicator and relationship builder
- Experience in preparing actions and meetings
- Experience in facilitating group meetings and supporting groups in making decisions
- Fluent English
- Self motivated and organised
- A bright, confident self starter able to grasp quickly complex policy issues
- High levels of motivation, good team player, confident telephone skills, creativity, flexibility, sense of humour, political awareness

Desirable

- Experience in delivering facilitation workshops/ training to youth groups
- Experience in delivering action training to youth groups
- Experiences with FoE, the FoEE network or a similar network
- Experience in delivering media training to youth groups
- Experience in writing action guides and resource packs for youth groups
- Familiarity with the Irish environmental movement
- Design knowledge an advantage
- Web design

The Commitment

This is an unpaid internship. The intern will be based in our office in Dublin for two and a half days a week. The Friends of the Earth office provides a highly motivating working environment in a national NGO. Friends of the Earth will provide office space, support meetings, training where possible and references. Occasional weekend and evening work hours, and travel to Europe will be required as part of this position. After this intern period there is the possibility to prolong the position depending on the needs of the youth network.

The Application Process

Please send a cover letter explaining how your skills and experiences meet the needs of the position, your resume/CV and contact details for two references by e-mail to youngfoe@foe.ie. **BEFORE Friday 26th November 2010, 5pm.** Interviews will be held week beginning 29th November 2010. The successful applicant will start as soon as possible as agreed with their line manager. Given the high volume of applications last year, we regret we can only undertake to reply to short-listed candidates.