

**CALL**

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## Call for Internship on Communication

DBYN is an international network of youth organisations which work in the educational style of Don Bosco. In total we bring together over 8.000 volunteers and 1.000 staff which cater for 110.000 young people in 15 European countries. The international secretariat is the coordinating office for our network.

Communication is one of the major challenges within an international organisation. Our policy paper on communication identifies 2 types of communication: The internal communication (including task communication, management communication and policy communication) aims to support the internal work of the organisation. The external communication (including persuasive communication, recruitment communication and PR & general communication) brings together all communication not directed at our staff of internal working structures. Our crisis communication and our house style interlink both types of communication.

**Don Bosco Youth-Net ivzw (or DBYN) is looking for an intern to revise its communication strategy. The preferred starting date would be September or October 2016 for the duration of 1 semester.**

### *Tasks of the intern*

The following overview tries to give a clear view on which tasks the intern needs to perform. We indicate 4 areas of work the intern will perform, together with a percentage of the expected time investment:

- **75% - Communication:** The main task of the intern will be the revision of DBYN's communication strategy as described in our policy paper on communication. This includes the assessment and revision of the current communication strategy, the development of new communication tools both offline and online, and supporting DBYN's member organisations to implement this renewed communication strategy. Next to this there are some permanent tasks in publicity & promotion which the intern will follow-up: The intern will help with our online promotion (YouTube, twitter, facebook, ...) and also with the publication of our newsletters and other promotional materials.
- **10% - Project management:** The intern will follow-up on existing initiatives like the network meetings, international training courses, international youth exchanges, etc.
- **10% - Meetings:** At the start of every week we have a meeting to evaluate the past week, and to set-up goals for the starting one. Next to that there is a staff meeting (together with the president) once or twice a month, depending on agenda. We also 5 meetings of our statutory bodies a year. The intern will help with the preparation and support of these meetings.
- **5% - Training:** DBYN organises training courses and seminar throughout the year. It is likely that the intern will take part as a participant in at least one of these training opportunities.

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**Tel**  
+32(0)16.48.78.80

**Fax**  
+32(0)16.48.78.90

**Email**  
[info@donboscoyouth.net](mailto:info@donboscoyouth.net)

**Website**  
[www.donboscoyouth.net](http://www.donboscoyouth.net)

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## *Learning curriculum intern*

After an intake the international secretariat develops together with the intern a learning curriculum for the internship. This document works defines the learning objectives of the internship and a timeline of tasks to be performed during the internship. It is important that we have a learning curriculum which both fits the aims of the studies of the intern, as well as the strategic framework of DBYN.

## *Profile intern*

- **Equal opportunities** are important to Don Bosco Youth-Net ivzw. Therefore the internship is equally open to **male** as to **female** interns.
  - We expect the intern to be in his/her **final year** of **bachelor studies** or to be in **master studies**. This is necessary because the intern will have to be able to work independently, and take on more responsibilities as the internship progresses. At the same time the intern will develop a personal project which will link into his or her studies.
  - The **studies** of the intern should relate to the subject of the internship (f.e. **communication** or **marketing**).
  - As we are an international network of youth work organisations, we expect the intern to have some **experience in youth work**. It is necessary to have a reference framework in field of youth work before starting the internship.
  - As the internship will take place in an international secretariat the intern is expected to be able to work in **English**, because it is our **working language**. As most of DBYN's member organisations are non-English speaking countries, we all are used in making linguistic mistakes. It is necessary for the intern to understand English and to be willing to make mistakes when communicating.
  - Furthermore we expect a basic **standard** in **computer skills**. The intern will need to use internet and email for communication. The intern will also be expected to be able to work with MS office.
  - As we are a faith-based organisation we expect the intern to be **open to Christian values** and the cultural differences which exist in within the experience of faith within our different member organisations. As we are an international organisation we expect the intern to be **open to differences in working cultures** which exists within our member organisations.
  - The internship should last a **semester** or maximum **up to one year**. This amount of time is required in order to achieve results.
- **Don Bosco Youth-Net ivzw cannot offer remuneration for the internship. Therefore we only accept interns which apply for a scholarship through national or European funding mechanism. All university students within the programme countries of Erasmus+ can request an Erasmus+ internship. Next to this several countries have national scholarship programmes (f.e., DAED in Germany). If you are interested you can easily check this by contacting the international secretariat of your university.**

## Practical arrangements

### Working hours

The internship is **38 hours a week**. Monday to Thursday the working hours are from 08:30 to 12:30 and 13:00 to 17:00. On Fridays the working hours in the morning are the same, but in the afternoon we end at 15:00.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	4	4	4	4	4		
Afternoon	4	4	4	4	2		
Evening							

The intern will also have to do work abroad; this can include weekends as well. All these working hours are part of a general working week. This means that if the intern works **overtime**, those hours can be recuperated at a later stage. The following week schedule gives an example of a working week including weekend work and how it can be recuperated the following week.

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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	4	4	4	4	4	4	
Afternoon	4	4	4	4	4	4	
Evening					2	2	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning		4	4	4			
Afternoon		4	4	4			
Evening							

The intern receives 2 days of **holiday** per month. The concrete arrangements for this will be made during the team meetings. In this way the intern can be offered some flexibility in the choice of holidays.

### Transport & accommodation

- The **travel costs** related to work travel will be provided for by Don Bosco Youth-Net ivzw. All other travel costs are to the expenses of the intern.
- The intern is responsible for his own **accommodation**.
- The bicycle is the most common way of **transport** in the city of Leuven. DBYN will make arrangements so the intern will have a bike. Leuven has also a dense public transport network. If necessary the volunteer can easily make use of this.
- **Subsistence** costs not related to work are at the expense of the intern. However, there is the possibility at the office to get a warm lunch for € 4 (soup, second dish, dessert).

## *Contact details*

**Mr. Rein Meus**

General Secretary of Don Bosco Youth-Net ivzw

**Don Bosco Youth-Net ivzw**

Naamsesteenweg 37  
3001 Heverlee (Leuven)  
Belgium

tel: +32(0)16.48.78.80

fax: +32(0)16.48.78.90

skype: donboscoyouthnet

email: [donbosconet@skynet.be](mailto:donbosconet@skynet.be)

website: [www.donboscoyouth.net](http://www.donboscoyouth.net)