

## Guidelines for Applicants John Smith Fellowship Programme 2013

ALL ENQUIRIES REGARDING THE APPLICATION PROCESS SHOULD BE EMAILED TO  
[applications@johnsmithtrust.org](mailto:applications@johnsmithtrust.org)

THE COMPLETED APPLICATION FORM SHOULD BE EMAILED TO  
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The John Smith Memorial Trust is inviting applications to participate in the June 2013 John Smith Fellowship Programme.

Applications for Fellowships are invited from the following countries:

***Armenia, Azerbaijan, Georgia, Kyrgyzstan, Moldova, Russia and Ukraine***

The Fellowship aims to strengthen and deepen awareness of good governance through a three week programme in the UK with placements that show the workings of organisations within a long established democracy. Selection is based on a combination of the leadership potential of the applicant and the quality of the action plan they propose. Action plans are pieces of work or policy problems which the Fellows want to explore. The programme is continued six months later with a three day follow-up conference. The "ideal" candidate will be aged 25-40.

Good written and spoken English is essential. A minimum level of IELTS of 6.0 is normally needed for successful candidates. Candidates may be required to take an IELTS test at the *final* stage of the selection process. However, the interview panel reserves the right to require a test at their discretion. **The costs of testing must be met by the candidate.**

### **Programme Objectives**

The primary objectives of the John Smith Fellowship Programme are to:

- Bring together influential young civil society and political leaders to exchange views and receive information on best professional practice and the promotion of good governance in areas related to their proposed action plans and in ways that enhance their ability as leaders
- Deepen awareness of how a mature democracy supports and develops good governance, the Rule of Law, human rights, and social justice, and encourages citizens' access and government accountability
- Promote a dialogue between Fellows within and outside their home countries, and create links with young leaders and those working in similar fields in the U.K.
- Build an active network of young leaders committed to good government

### **Programme content**

The John Smith Fellowship Programme covers the following broad areas:

- Leadership styles and practices
- Citizenship, laws and rights
- Civil society and public opinion
- Policy delivery and public accountability in government, business and public life

### **Programme Dates and Structure**

The Programme will last for 3 weeks starting on Friday 7<sup>th</sup> June and ending on Thursday 27<sup>th</sup> June 2013 and is made up as follows:

- An intensive workshop series in Edinburgh and London on the political process in a mature democracy: a series of workshops with senior politicians, academics, and practitioners combined with visits to illustrate how public policy is made and developed
- Planning and preparation of “individual action plans” setting out how insights gained in the UK can be turned into concrete developments applied at home. Please go to <http://www.johnsmithmemorialtrust.org/web/site/home/2011ActionPlans.asp> for previous Fellows’ action plans.
- A series of individual attachments to suitable organisations – for example, working with an NGO, shadowing a politician, a placement in Central Government, local administration or the media. A full list of all the individuals and organisations that have kindly hosted placements is available on our website.
- A concluding seminar during which Fellows present their action plan projects to representatives of the Ministry of Justice and the John Smith Memorial Trust

Fellows are expected to produce a personal plan of action to be carried out when they return home. In the following year, a Follow-Up Conference brings all Fellows together to report on their activities and compare progress – all Fellows are required to attend this as part of their Fellowship.

### **Network**

The value of networking after the Fellows return home and seek to put into practice what they have learnt is of great importance. On completion of the Fellowship, the John Smith Fellows join the Alumni Network which has organisations covering all the Fellowship countries and provides a forum for cooperation and joint projects.

### **Candidate Profile**

The Trust wishes to recruit high-flying and influential young leaders who will make a substantial impact on the future development of their countries. The aim is to recruit a mix of political leaders, government officials, lawyers, journalists/media/arts experts, and influential young leaders from civil society or the NGO sector. Other criteria for suitability are:

- **Understanding of the Fellowship Programme:** Applicants must have a clear understanding of what our Programme involves and what is expected of participants. Visit our website and find us on Facebook to find out more.
- **Age:** Successful applicants are normally in the range of 25–40 years of age, with flexibility at both ends for strong candidates.
- **Language proficiency:** English at IELTS level 6 or above or equivalent. Note: You do not need to submit test results when applying and not everyone is required to sit the test – See “How to Apply” below.
- **Experience:** Candidates should have work experience, **MUST** be in employment at the time of application, and **MUST** be able to demonstrate that they are dealing with challenging issues in one or more of the specified fields. *Note: All employers’ references will be checked for short listed candidates.*

- **Professional background:** Candidates should be employed in politics, government, economic development, the media, the law (especially in the field of human rights) or the NGO sector.
- **Demonstrable leadership and influence now or in future:** Candidates should be people who have real prospects of making a difference in their society.
- **Activism in political/social development:** Candidates must show evidence of active participation in politics or civil society, and point to accomplishments.
- **Clear vision and motivation:** Candidates must have a clear vision of the need for improvements in the practice of governance in their countries.
- **Would use experience in UK to improve governance:** They must have clear proposals on how, in their own work, they hope to use their experience to improve the practice of governance.
- **Team players:** Successful candidates must be team players with a desire to work with and learn from other Fellows.
- **Good presentational skills:** Candidates should be confident in speaking and should be able to present themselves well.
- **Computer literacy:** Basic IT skills and an ability to communicate by email are essential.

**How to Apply:**

**DEADLINE**

The 2013 Programme deadline for all applications and supporting documents is **17.00 GMT on 31<sup>st</sup> December 2012.**

**APPLICATION FORM** - the application form is available here - [Application Form](#)

**APPLICATION METHOD** - applications must comprise of:

- 1) Application form completed in English
- 2) Accompanied by an up to date CV
- 3) Accompanied by a colour digital passport sized photo

These three items to be emailed to [applications@johnsmithtrust.org](mailto:applications@johnsmithtrust.org) (at the John Smith Memorial Trust in London) no later than **17.00 GMT on 31<sup>st</sup> December 2012.**

All applicants should include their **full name** (first name followed by surname) followed by **country** in the subject heading of the email.

**ONLINE INTERVIEWS**

Where possible and practical the Trust will be conducting interviews via web based video conference call facilities this year. Please be prepared to be interviewed in this manner. Applicants should be aware that **interviews will take place during January and February 2013**, and should bear this in mind when planning holidays/travel.

**Short listed candidates only:**

**REFERENCES**

In addition to the application form, the John Smith Memorial Trust requires **2** written references for each short listed applicant – one from your current employer and one additional reference. This additional reference might be from a previous employer, a partner organisation or another individual you have worked with who is able to talk in detail about your skills and experience.

**Short listed candidates will be contacted in January 2013.**

### **International English Language Testing System (IELTS)**

Successful interviewees *may* be asked to sit an English exam at the end of October 2012: A minimum level of IELTS of 6.0 is normally needed for successful candidates. We may require you to take an IELTS test at the final stage of the selection process. This only applies to applicants who have been a) short listed for interview and b) selected by the interview panel for inclusion in our final short list. Not all finalists are required to sit a test. However, the interview panel reserves the right to require a test at their discretion. The costs of this exam and related costs will be covered by the applicant.

Please note that IELTS testing is not an indicator of selection for the John Smith Fellowship Programme. Selection for IELTS testing does not infer that a place on the Fellowship Programme has been secured. Similarly, exemption from IELTS testing does not indicate that the interview has been unsuccessful or that a place on the Fellowship Programme has been secured.

### **Attachments**

The attachments are a component of the programme where Fellows are hosted in institutions or organisations where they are able to experience first-hand examples of best practice. These visits should be related to each fellow's own personal professional interests and the skills and information they will need to complete their Action Plan.

Please remember that we cannot guarantee a placement with any particular organisation. We do not pay our hosts and are dependent on their good will and availability. Please be aware you may not get your first choice of placements. However we will always do our best to meet your requirements.

The attachment period will cover approximately 5 working days between: Monday 17<sup>th</sup> and Friday 21<sup>st</sup> June. We would normally suggest visiting a range of organisations during this time. The exact number will vary depending on your interests and hosts availability - although most visits are likely to be for one day.

All arrangements, travel tickets and accommodation will be arranged for you by the John Smith Memorial Trust.

### **Please ensure that you clearly state your priorities and key interests.**

If there is something you really want covered – then make sure this is clear in your correspondence. Please do look at the websites of the organisations you are interested in visiting and let us know which areas of their work most relate to your interests. Please provide as much detail as possible.

Please remember that it is very unlikely that we will be able to make changes to your attachment programme once you are in the UK. It is stressed that we are unable to make short notice requests made once you arrive in the UK and any late requests are likely to be unsuccessful. The pre-programme correspondence is your opportunity to ensure your attachment requirements are met.

If you have any questions or concerns – please do get in touch – we want to ensure that you get as much as possible out of the attachment period.

**Final selection of candidates** will be concluded by the end of February 2013.