

2023 Washington Ireland Program Management Team - Role Description

Position Title: Management Team

Number of Positions: Two

Position Location: UK or Ireland

(March - May & August - September 2023 with travel to the US in late May, June, July)

Role, Purpose and Scope

This is a challenging role for young leaders interested in gaining experience in managing and developing a program for a team of diverse aspiring leaders. The two Members of the WIP Management Team will work closely with WIP's staff to deliver the WIP 2023 Program.

Time Commitment

Members of the Management Team (MTs) will be expected to complete approximately 1-5 hours of pre-departure preparation, two full weekend events, and approximately 20 hours of training and work between March and June.

MTs must be available to complete the full summer Program in DC/New York, from ~Monday, 29th May until ~the 4th August 2023. The MTs are expected to be available for up to 30 hours of office work per week, as well as weekend and evening student and event support, throughout the duration of the summer program period.

The Management Team will be expected to complete ~20 hours of reporting and debriefing (including one Return weekend event) between August and October 2023.

This role is designed to **accommodate** but is not restricted to, post-graduate or undergraduate University students.

Compensation

This is a voluntary role aimed at those who are looking for an opportunity to develop their leadership and program management skills.

WIP will provide travel to/from DC/NYC, accommodation for the duration of the stay and insurance. To cover basic costs, MTs will receive a \$250 stipend per week during their time in DC/NYC.

WIP will also commit significant time and resources to the development of the management team's leadership and management skills throughout their service.

Responsibilities

- Overseeing/working with the Class of 2023

Including but not limited to:

- Advising students through their US Visa application process.
- Monitoring the self-directed preparations of ten students during the pre-departure period, including oversight of their acceptance forms and curriculum assignments.
- Working directly with a group of WIP students through their summer, building cohesion amongst the cohort and ensuring each student has a positive learning experience.
- Participate in on-call rotation of Management Team, responding to emergencies as they arise while following WIP policy and protocol.

Program Delivery

Including but not limited to:

- Delivery/facilitation of an Orientation Weekend from March 31st to April 2nd.
- Delivery/facilitation of a Pre-Departure Preparation Day on May 20th.
- Managing weekly events (as part of the leadership curriculum) with a variety of design and implementation related tasks.
- Administration of 9-week summer program including weekly communications, debates, discussions, speaker series coordination, oversight and review of student assignments, and production of marketing materials for WIP website and social media.
- Event management & delivery of a Debrief Weekend in September.
- Completing a detailed quantitative and qualitative evaluation of the overall learning experience.

Program Management

Working with the Director of Programs, DC/NYC Program Manager, Executive Director, and peer Management Team members to:

- Manage relationships with key supporters (including Host families, Work placement supervisors, and Speakers).
- Ensure successful operations of the summer program, from administrative tasks to organizing and executing an event.
- Compile end of summer program report with fellow MTs.
- Providing advice & guidance for the following group of MTs.

Profile

This role is aimed at those with a strong affinity with the values of WIP, a high level of leadership potential & a track record of service.

Beneficial Experience

- Guiding, motivating and supporting a team of peers.
- Influencing and communicating with a wide range of audiences.
- Managing relations within a professional context.
- Working in a loosely structured/startup environment.

Essential Values and Beliefs

- A commitment to the purpose and mission of WIP.
- Demonstrated integrity.
- Humility.
- A commitment to high standards.

Key Skills Needed

- Highly developed interpersonal skills.
- Effective problem solving and collaboration skills.
- An analytical approach and intellectual curiosity.
- Ability to mentor others.
- Adaptability, flexibility and patience.
- Ability to operate in an ambiguous environment.
- Ability to respond in a timely and appropriate fashion.
- Professionalism.
- Dedication to personal and professional excellence.

Selection Process

If you would like to apply, please submit your CV and a cover letter to application@wiprogram.org by **Tuesday, March 7th at 17.00pm GMT**. An interview process will quickly follow the application deadline with an expected start date 27th March 2023.