



## IARS Publications

### Internship Application Pack: Secretariat Youth Voice Journal

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#### **Main purpose of the internship:**

This is an exciting opportunity for a junior researcher to join the independent publishing arm of an international research and social policy think - tank. The Youth Voice Journal is a key part of our work allowing academics and young people to publish their research on a peer – reviewed platform. It has grown in stature of the past months and has a strong online profile. As the Secretariat for the Youth Voice Journal your role will be key to the development of the Journal. You will support the PA to the Director with supervision by Dr. Theo Gavrielides, on the organisation, development and promotion of the Journal. Your day to day tasks will vary including: handle new submissions and ensure that they comply with the submission guidelines, register the journal with indexing services and research universities and educational institutions to identify opportunities for its the expansion.

#### **Benefits**

In return you will gain the opportunity to develop your research skills and academic interests working in an international environment with experienced researchers. You will be given the opportunity to develop your own ideas or projects that are along with the lines of our work. Furthermore, you will also be supported to publish your own work, organise and attend international conferences and attend internal and external training events in the areas of your research.

This internship is offered for a minimum commitment of three months. Work can largely be completed remotely however reimbursement can be provided for travel within London & lunch of up to £5 when working in office/attending meetings.

#### **Context**

IARS Publications is the publishing arm of a leading, international think-tank with a charitable mission to give everyone a chance to forge a safer, fairer and more inclusive society. This mission is achieved through producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We aspire to be a leader in creating new knowledge and forming public and expert opinion.

#### **What do we do?**

The work done by IARS Publications revolves around user-led, high quality research that is carried out through the direct involvement and empowerment of users with an emphasis on marginalised and excluded groups including but not limited to victims, offenders, young people, black and minority ethnic groups, abused women, refugee and asylum seekers and those facing financial barriers.

#### **Who we are looking for**

For this internship opportunity we are looking for an ambitious junior researcher with genuine



interest in promoting research and academic work. The right candidate will have excellent communication and organisation skills with ability to take initiatives, plan and prioritise work effectively.

### **Key tasks and activities**

#### **1. Maintenance and content development of the online platform of the journal**

- Liaise with the PA to the Director on all matters relating to the Youth Voice Journal.
- Overall supervision and direction will be given by Dr. Theo Gavrielides.
- Maintain and upload new content on the online platform
- To upload new contributions to [www.youthvoicejournal.com](http://www.youthvoicejournal.com) via Scribd/WordPress and Kindle, using the templates available.
- Ensure that new submissions are following the submission guidelines prior to their submission for peer –review
- Inform the contributors once their work has been published and make any changes that they might request

#### **2. Promotion of the Journal and identify opportunities**

- Publicise the Journal and new research uploaded to it, e.g. through social media, and to maintain the number of hits the site gets.
- Promote call for articles and develop flyers or other marketing material
- Research universities and other educational institutions in order to identify opportunities for new contributions for the Journal.

#### **3. Indexing of the Journal**

- To research various indexing service providers for academic journals
- Support with the application process in registering the journal with various index service

### **Apply**

To apply please email a CV and Covering letter outlining your suitability for this role to [yvj@iars.org.uk](mailto:yvj@iars.org.uk) . Interviews will be conducted via Skype.  
We will be in touch with shortlisted candidates ASAP



## Person Specification

### Secretariat Youth Voice Journal – Internship

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Please make sure you address all criteria which are to be assessed by application, point by point in your cover letter.

ESSENTIAL CRITERIA	MEASURED
Strong interest in social research and policy	Interview
Interest in marketing and communications	Interview
Good research skills	Interview
Experience with media and website maintaining. Knowledge of Wordpress would be preferable	Interview
Experience in using social media, facebook, Twitter etc.	Interview
Excellent written, oral and communication skills	Interview
DESIRABLE CRITERIA	MEASURED
Results driven with the ability to prioritise effectively, work under pressure and meet deadlines	Interview
Empathy with the vision, mission and aims of IARS	Interview
Commitment to IARS founding values	Interview