

Being GLEN tutor in 2008

GLEN Latvia (Latvia), Kolping (Lithuania), ASA-Programme (Germany), AKÜ (Estonia), Polish Humanitarian Organisation (Poland), INEX-SDA (Czech Republic), Tabita (Slovakia), Slovenska Filantropija (Slovenia), BECI (France), Horizont 3000(Austria), Third World Group (Malta) and Hungarian Volunteer Sending Foundation (Hungary) are looking for tutors for the GLEN 2008 preparation team.

The setting of GLEN 2008

- Like in 2007, the preparation will consist of three seminar groups, each with its own team of tutors and lead facilitators and separate preparation seminars:
 1. Africa (English speaking)- 40 participants - 5-6 tutors
 2. Africa (French speaking)- 55 participants - 7-8 tutors
 3. Asia&Europe- 35 participants - 4-5 tutors
- **This call is for tutors of the two English speaking groups : English speaking Africa and Asia&Europe.**
- The seminar groups will work in plenary sessions as well as in tutorials. The tutorials are small groups of 6 to 16 participants each, who will be working in the same host countries. The tutors' main task is to **facilitate** the tutorials.
- Host countries for GLEN English speaking Africa 2007 will be: Kenya (6), Mozambique (4), Nigeria (4), Uganda (6), Tanzania (7) , Zambia (6), South Africa (11)
- Host countries for GLEN Asia & Europe 2007 will be: Armenia (2), Azerbaijan (2), Cambodia (3), Georgia (10), India (7), Mongolia (2), Vietnam (4), Yemen (6)
- The shape of the tutorial groups will be defined in February after the selection of tutors. Some tutorial groups will comprise more than one host country. Tutors will either work in tandem teams (in bigger tutorials), but mostly alone with one group of in average 8 participants.

Job description

- The tutors will facilitate the tutorials and assist the participants in the preparation of their internship projects, facilitate their team-building, provide them with information about the host countries, and encourage their reflection about their situation in a different cultural context.

- The tutors will also share the general responsibility for the preparation seminars within the preparation team. They will participate in team meetings and are in charge of certain tasks such as the facilitation of single plenary sessions.
- The tutors will be in close contact with the GLEN co-ordinators within the 12 GLEN partner organisations and be an active link between the participants and their sending GLEN organisations at home, both during the preparation and project phase.
- The tutors will be an important information source for the participants, concerning the organisation of the seminars, the different conditions of participation depending on the national GLEN partner as well as the preparation of the project.

The tutors and lead facilitators can arrive and meet one day before each preparation seminar starts.

Tasks & Requirements

- Preparation of, full presence at and engagement in the following seminars

For the English speaking Africa team:

1. the Team Workshop from 29th February to 5th March 2008 in Werftpfuhl near Berlin
2. the 1st Preparation Seminar in the middle of April 2008 in Poland (date and place to be confirmed).
3. the 2nd Preparation Seminar from 9th to 14th June 2008 in Czech Republic
4. the evaluation meeting of the preparation, 2 days in July 2008
5. the RENew Seminar after the participants' return, 4 days in spring 2009.

For the Asia& Europe team:

1. the Team Workshop from 29th February to 5th March 2008 in Werftpfuhl near Berlin
 2. the 1st Preparation Seminar from 8th to 13th April 2008 in Germany
 3. the 2nd Preparation Seminar from June 8th to 13th 2008 in Hungary
 4. the evaluation meeting of the preparation, 2 days in July 2008
 5. the RENew Seminar after the participants' return, 4 days in spring 2009.
- Communication with the participants, other members of the preparation team and GLEN partner organisations during the whole GLEN cycle (mainly during the preparation and project phase).
 - Working (or travelling) experience in the respective host country (or countries) is a strong advantage.
 - Experience and skills in education, didactics, facilitation
 - Experience and knowledge in development issues and intercultural communication

- Experience with GLEN and close connection with or involvement in one of the GLEN partner organisations is a strong advantage.
- High commitment and motivation

Recompensation (what you will get...)

- A great learning experience and advanced skills in leading an international group and working in an international team
- The opportunity to contribute to developing and improving GLEN
- A lot of fun... and challenges... and fun...
- a honorarium of **1120,- €**. 70% of this sum is paid before the 1st preparation seminar, 30% plus travel expenses after the 2nd preparation seminar
- The travel expenses from the living place to the seminar place are reimbursed to the amount of the cheapest adequate way of travelling and depending on the general GLEN travel reimbursements' conditions.
- There will be a small extra allowance for the RENew seminar in 2009.

Guidelines for your application

Your application should include

1. your CV
2. a statement of one or (maximum) two pages about:
 - your personal motivation: why you are interested in GLEN and why you are applying as GLEN tutor
 - your skills and experience
 - your country-specific knowledge and experience in foreign countries (please mention all options for host countries which you could potentially cover)
 - your professional qualifications and experience
 - your experience in education, didactics, facilitation – gained in youth groups, university or else)
 - your experience in the fields of development co-operation and inter-cultural communication
 - your language skills in English

- your engagement
 - previous engagement within GLEN and/or one of the organisations co-operating within GLEN
 - your engagement in global education
 - your other engagement in respect of development policy or other international issues or other social engagement, volunteerism...

- as a tutor you might work in a tandem with another tutor from a different GLEN country. how do you picture this co-operation? what do you think you can contribute to fruitful teamwork?

- your ideas, objectives, expectations, contributions: what topics would you like to stress in the GLEN preparation? what specific competencies you can contribute, skills you can train others in?

- in what fields you desire further training on the Team Seminar in preparation for your job as a tutor

Please submit your application for the English speaking groups in English to Darina Manurova (glensk2005@yahoo.co.uk) and for the French speaking group in French to Laure Heinrich (laure.heinrich@inwent.org) **until 10 January 2008**. You will receive a notification about the reception of your application.