

THE OTESHA PROJECT UK

TOUR LIAISON INTERNSHIP DESCRIPTION

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SUMMER 2012

CYCLE TOURS

TOUR LIAISON

INTERNSHIP

OPPORTUNITIES



TOUR LIAISON INTERNSHIP DESCRIPTION**Internship Position – Cycle Tour Liaison****Application Deadline:** Friday 27th January**Start Dates and Locations:** The position is for two weeks in our office in London and then six weeks on the road during the tour.**Totally Coastal**

Otesha Office: 4th June - 14th June

Cycle Tour: 15th June - 28th July

Western Quest

Otesha Office: 30th July - 9th August

Cycle Tour: 10th August - 22nd September

The Otesha Project is seeking six dedicated, organised, fun-loving liaisons, aged 18 to 28, to join our six week cycling, performing and workshop presenting tours. The successful candidates will support and lead team members, keep the teams on schedule, foster a positive team environment, support cycle tour teams in achieving tour objectives, and ensure safety on the tours. In cycling terms, the tour liaisons will be the tailwind that helps the tour up hills, whilst sharing the excitement of downhill descents!

ABOUT THE OTESHA PROJECT UK

Otesha is a Ki-Swahili word that means “reason to dream”. In a nutshell, the Otesha Project is a group of passionate, committed young people who are taking sustainable living personally. We know that small actions can have big impacts, either positive or negative, and we’d like our actions to help create a more sustainable world. We’re building upon the award-winning work of the Canadian Otesha Project, an organisation whose education programmes and bicycle tours have reached over 60,000 people to date, mobilising young people to create environmental and social change through their everyday choices. At the heart of our project is an interactive play, performed by and for young people, and an ambitious UK cycle tour that will take the play to different festivals, schools and communities in the summer of 2012. Our aim is for the play and the cycle tour to raise awareness and inspire young people to live their values and create change.

ABOUT OTESHA’S CYCLE TOURS, PERFORMANCES & WORKSHOPSYou can find out more about the Otesha Project UK cycle tours at www.otesha.org.uk/cycletours**DUTIES AND RESPONSIBILITIES OF A TOUR LIAISON:**

This internship is a unique opportunity to be an integral component of an incredible team of mobile change-makers. Through the position you will be challenged and rewarded as you watch your team grow, learn, and inspire audiences with every turn of their bicycle wheels. Cycle tour teams operate by consensus and are non-hierarchical, however there are a number of key responsibilities for Tour Liaisons.

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Specific areas of responsibility include:

- 1) Office duties (during the two weeks before the start of tour):
 - Receive training in bike maintenance, consensus decision-making and other skills
 - Contact tour members to make sure they are prepared for tour (e.g. gear and fundraising)
 - Call and confirm performances and accommodations
 - Plan detailed routes and photocopy maps with your fellow tour liaisons
 - Fill last-minute gaps in equipment or route
 - Learn workshops and facilitation skills

- 2) Training Week duties (during the first week of the tour):
 - Participate in training sessions
 - Lead interactive team-building activities
 - Build individual relationships with each of the tour members

- 3) Team Facilitation and Leadership (throughout the tour, you will be responsible for ensuring that the team dynamics and performances are at an optimum level):
 - Always be in the know about the daily itinerary (bike routes, highlights of the next town, where to meet, presentation details, etc) and the overall tour plan
 - Ensure that team morale is high, by checking in with the team and individual members on a regular basis, and assessing and responding to the group's energy levels and needs
 - Facilitate team-building sessions to ensure group cohesiveness and to troubleshoot team challenges
 - Coordinate the rotation of shared responsibilities amongst team members
 - Maximise fun on tour!
 - Facilitate performance evaluation sessions and the scheduling of rehearsal times
 - Use pro-active means to ensure that conflicts are avoided
 - Use consensus decision-making to approach conflicts as they arise
 - Ensure the bike convoy has a daily sweeper (a delegated cyclist at the back of the pack) to ensure cyclists' health and safety, assist with any needed repairs, and motivate struggling riders
 - Facilitate tour reflection and evaluation at mid-tour and at the end of the tour
 - Ensure that team members are abiding by the Otesha Project's rules and regulations and are representing the Otesha Project in a positive fashion
 - Communicate with Otesha staff in London whenever guidance or support is needed

- 4) Reporting
 - Keep an on-going log of daily activities (including receipts, audience numbers and performance evaluations)
 - Report conclusion of tour success, and offer feedback for tour coordinators

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Ideal Attributes, Abilities and Skills include:

- Experience leading teams of young people and living communally
- Experience with cycle touring and bike maintenance
- Organisational superstar!
- Passion for theatre and/or performing
- Very strong work ethic
- Flexible
- Strong communication skills (written and oral)
- Computer and internet skills
- Familiarity with and passion for sustainability issues
- A good sense of humour and a positive outlook
- First aid training

TERMS OF INTERNSHIP

The deadline for applications is 27th January and we will be holding interviews shortly afterwards. We hope to inform applicants of the outcome of their interview by February 18th. Any internship candidates who are not selected or short-listed will automatically be considered for positions as tour members.

This internship will be an eight-week placement. Tour liaisons are not required to fundraise for their place on the tour - but if you are able we'd greatly welcome this.

APPLICATION PROCEDURE

An application form and C.V. should be submitted in confidence by 27th January 2012 to cycletours@otesha.org.uk. Please send your application by e-mail, in a Word or PDF document, with your full name in the document title and the email subject line. If you have any questions, please contact us at +44 (0)207 377 2109.

The Otesha Project UK is an equal opportunity employer and encourages volunteers from under-represented groups. We do not accept any forms of oppression, including but not limited to: race, ancestry, ethnicity, language, class, citizenship, system of belief, gender, sexual orientation, record of offences, marital status, family status, physical and/or mental disability.

However, as we are a youth-led organisation for young people we are only accepting applications from individuals aged 18-28.

We thank all applicants for their interest but only those selected for an interview will be contacted. For more information on the Otesha Project UK, please see our website at www.otesha.org.uk