

The Myer Foundation Internship

2012
Prospectus

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1. Introduction

The Myer Foundation Internship will provide opportunities for post graduate students of philanthropy to gain direct experience in the operations of a leading family philanthropic organisation. The Internship is offered through institutions in Australia that are delivering relevant courses of study in philanthropy, social change and community investment.

What is an Internship?

An “Internship” is defined by the National Society for Experiential Education (NSEE, USA) as; “a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience”

An Internship is the transition from study to work and is a necessary component in the development of a student’s skills, supporting them to become more advanced and diligent when they take part in the working world.

2. Aim

- To increase a post graduate student’s knowledge and practical understanding of philanthropy, through the provision of hands-on experience, supervision and mentoring, and opportunities for participation in meetings, discussions and debate;
- To assist the development of a post graduate student’s career goals; and
- To increase opportunities for The Myer Foundation to learn about contemporary issues in philanthropy and the not-for-profit sector.

3. Target Group

- Post graduate students who have completed or nearly completed a substantial percentage of a post graduate course of study in philanthropy at an institution recognised for its delivery of quality education in philanthropy, social change and community investment; and
- Post graduate students who wish to develop their careers in the philanthropic and not-for-profit sectors.

4. Outcomes

Graduates will be provided with the opportunity to:

- Apply learnings in a practical professional environment;
- Develop skills in grant assessment, research and administration;
- Develop understanding of current issues in philanthropy; and
- Be exposed to new ideas and ways of working.

Organisation:

- Opportunity to reflect on practices and refresh thinking; and
- Learn about contemporary approaches in philanthropy.

Sector:

- Create opportunities for more people to work in the sector; and
- Create stronger linkages with the philanthropic sector.

5. Internship Details

5.1 Timeline

Applications open	5 March 2012
Applications close	CoB 6 April 2012
Selection interviews held with Selection Panel (Melbourne)	Week of 23 April 2012
Notification to applicants regarding outcome of their application.	Week of 30 April 2012
Send Internship Contract	15 May 2012
Return Signed Contract	8 June 2012
Commencement of Intern	July 2012

5.2 Salary & Allowances

The Myer Foundation Internship is for up to 6 months.

- The successful Intern will be paid an annual salary of \$56,000 pro-rata;
- An additional amount of funding will be provided to an Intern relocating from interstate to subsidise accommodation costs to the value of \$200 per week for up to 6 months.

In the situation where the Intern is currently employed, a Letter of Support will be required from their employer confirming that they will:

- release the Intern from their current position for a period of up to 6 months;
- have no expectations that the Intern will undertake any part of their role for their employer whilst they are working for The Myer Foundation;

- where applicable, pay the difference between the salary offered by The Myer Foundation and the Intern's remuneration with their current employer;
- have no expectations that the Intern will use their Annual Leave to undertake the Internship; and
- continue to accrue the Intern's Annual Leave, Long Service Leave and Sick Leave entitlements.

6. Application Criteria

The Applicant: must:

- 6.1 be able to reside in Melbourne for up to 6 months;
- 6.2 have endorsement from the Director, Asia Pacific Centre for Social Investment & Philanthropy, Swinburne University;
- 6.3 provide a Letter of Recommendation from the Director, Asia Pacific Centre for Social Investment & Philanthropy, Swinburne University;
- 6.4 provide a Letter of Support from their current employer, where applicable;
- 6.5 provide one professional referee and one personal Letter of Reference;
- 6.6 submit a completed Application Form;
- 6.7 respond to Key Selection Criteria;
- 6.8 sign an employment contract with The Myer Foundation if selected as Intern;
- 6.9 undertake the roles and responsibilities contained within the Intern Position Description; and
- 6.10 priority will be given to post graduate students who are Australian Citizens and reside in Australia or commit to residing in Australia following the completion of the Internship.

7. Key Selection Criteria

The Applicant must address the following Key Selection Criteria. Where necessary attach information responding to the Key Selection Criteria to the Application Form. Attachments must not exceed 3 pages. The typeface must not be smaller than 11 point.

- 7.1 Completed or nearly completed a substantial percentage of a relevant post graduate course in the area of philanthropy, social change and community investment;
- 7.2 Tertiary qualifications in related disciplines including results of under graduate and post graduate qualifications;
- 7.3 Achievement of a Grade Point Average (GPA) of credit or above for the duration of their post graduate studies;
- 7.4 Be an early career graduate;
- 7.5 Possess strong conceptual, analytical and assessment skills as well as a capacity to attend to fine detail;

- 7.6 Possess research and evaluation skills;
- 7.7 Have excellent communication abilities, including writing, listening and presentation skills;
- 7.8 Proven experience building relationships and networks, and working effectively with a diverse range of people;
- 7.9 A capacity to collect and use confidential and sensitive information; and
- 7.10 Commitment to the not for profit sector, philanthropy, social change and community investment.

8. Internship Guidelines

8.1 Guidelines

- The successful applicant will be required to sign a contract with The Myer Foundation outlining the terms and conditions of the tenure;
- The Internship must be taken at the advertised time;
- Travel and accommodation to professional development forums/conferences in Australia will be paid for by The Myer Foundation as part of the Internship, at the discretion of the CEO of The Myer Foundation;
- Interns are expected to reside in Melbourne, Australia for the duration of the Internship unless undertaking work related travel;
- The Myer Foundation reserves the right to discontinue an Internship, without the right of appeal, if it deems the Intern unsuitable; and
- The Intern will be expected to meet the responsibilities, values and key selection criteria outlined in the Position Description.

8.2 Intellectual Property

Ownership of Intellectual Property, of any kind whatsoever, which is developed during the Internship will vest in The Myer Foundation.

8.3 Reporting Obligations

It is the responsibility of the Intern to ensure that a Report is provided to The Myer Foundation. The Report will also be made available to the Director, Asia Pacific Centre for Social Investment & Philanthropy, Swinburne University.

8.4 Insurance and Indemnity

It is the responsibility of The Myer Foundation to cover insurance arrangements pertaining to the employment of the Intern for the duration of the contract.

9 Insurance and Indemnity

In 2012 Swinburne University of Technology will be invited to nominate up to 3 students to submit an application to The Myer Foundation Internship Program.

The task of assessing the Internship applications will be the responsibility of The Myer Foundation Internship Selection Committee. Members of the Selection Committee are:

President of The Myer Foundation	Martyn Myer AO
CEO of The Myer Foundation and Sidney Myer Fund	Leonard Vary
Swinburne University of Technology	Dr Michael Liffman
Program Manager, Internship	Kirsty Allen

10. Contact

For further information on the Internship contact either of:

Kirsty Allen	Helen Imber
The Myer Foundation	Asia Pacific Centre for Social Investment and Philanthropy, Swinburne University of Technology
Phone: (03) 8672 5553	Phone: (03) 9214 8384
Fax: (03) 8672 5556	
Email: kirsty@myerfoundation.org.au	Email: HIMBER@groupwise.swin.edu.au

11. Lodgement of Applications

Please forward your application to: HIMBER@groupwise.swin.edu.au