

Becoming a GLEN tutor in 2010!

GLEN Latvia (Latvia), Kolping (Lithuania), ASA-Programme (Germany), AKÜ (Estonia), Polish Humanitarian Organisation (Poland), INEX-SDA (Czech Republic), Tabita (Slovakia), Slovenska Filantropija (Slovenia), BRECI (France), Third World Group (Malta) and Hungarian Volunteer Sending Foundation (Hungary) are looking for tutors for the GLEN 2010 team.

What is the setting of GLEN 2010?

- ★ There will be two seminar groups, each with its own team of tutors and lead facilitators and separate Multipliers Training Seminars:
 - GLEN (English speaking)- 57 participants - 7 tutors
 - GLEN-GeCo (French speaking)- 52 participants - 7 tutors
- ★ This call is for tutors of the English speaking group.
- ★ At the seminars, the work will be organised in:
 - ➔ Tutorials and small groups, which will cover
 - Participants' preparation for their stay abroad
 - Global Education training and activity preparation
 - Host country preparation
 - ➔ Plenary sessions

What is the tutors role?

- ★ During the seminars tutors will facilitate tutorials for stay abroad, global education and host country preparation as well as assist the participants in the preparation of their global education activities and internships. They will facilitate their team-building, preparation to the departure, provide them with information about the host countries and encourage critical thinking about global issues and the intercultural context.
- ★ During the internships, the tutors will stay in contact with the participants, follow their internship and support them in case of difficulties
- ★ After the internships, the tutors will assist the participants in their global education practice phase in Europe. The participants will be demanded to carry out a global education activity (individually or in a group) at a local, national or European level before the RENE seminar. The tutors' task will be to provide the participants with relevant sources of information, methodological support and assistance in the preparation of the activity.
- ★ The tutors will also share the general responsibility for the training seminars within the team. They will participate in team meetings and are in charge of certain tasks such as the preparation and facilitation of some of the plenary sessions.
- ★ The tutors will be in close contact with the Steering Committee representative and be an active link between the participants and their sending GLEN organisations at home during the preparation and training, the internship and the GE practice phase.
- ★ The tutors will be an important source of information 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 internship.

When do you need to be available?

- ★ Preparation of, full presence at and engagement in the following seminars
 - 1) the Team Seminar on 2-7 March 2010 in Berlin-Steglitz, Germany
 - 2) the 1st Multipliers Training Seminar on 30 April - 5 May 2010 in Werftpfuhl, Germany
 - 3) the 2nd Multipliers Training Seminar on 7-12 June 2010 in Kostelecke Horky, Czech Republic
 - 4) the evaluation meeting of the seminars, 1-2 days in July 2010
 - 5) GE practice phase - availability and active contact via email for the participants between November 2010 and March 2011

6) the RENew Seminar after the participants' return, 4 days in March/April 2011.

- ★ The tutors and lead facilitators will arrive and meet one day before each Multiplier Training Seminar starts.
- ★ Communication with the participants, other members of the team and GLEN partner organisations during the whole GLEN cycle (mainly during the preparation, internship and global education practice phase).

What does GLEN expect from you?

- ★ Interest, experience and knowledge in global education
- ★ Skills in facilitation and moderation
- ★ Active interest in global issues and intercultural communication
- ★ Experience with GLEN and involvement in one of the GLEN partner organisations is a strong advantage
- ★ Experience in one of the internship host countries is desirable
- ★ Good English skills
- ★ GLEN will build a multinational team, with tutors coming from different countries

What does GLEN offer you?

- ★ A great learning experience and improvement of your skills in leading an international group and working within an international team
- ★ The opportunity to contribute to development and improvement of GLEN
- ★ A lot of fun... and challenges... and fun...
- ★ A honorarium of 1120,- €. 70% of this sum is paid before the 1st Multipliers Training Seminar, 30% plus travel expenses after the 2nd training 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 2011.

How to apply?

Please send your application in **English**, including:

1. Your CV
2. A motivation letter of maximum 2 pages covering:
 - ➔ Your personal motivation: why you are interested in GLEN and why you are applying as GLEN tutor
 - ➔ Your skills and experience concerning
 - global education
 - group facilitation and moderation
 - country-specific knowledge and experience in foreign countries (please mention all options for host countries which you could potentially cover)
 - global issues, development co-operation, inter-cultural communication etc.
 - English language fluency
 - ➔ Your engagement
 - within GLEN and/or one of the organisations co-operating within GLEN
 - in global education
 - other activities concerning international issues, community building etc.
 - ➔ Your ideas, objectives, expectations, contributions: What topics would you like to stress in the GLEN preparation? How can you contribute to the team with your skills and competencies?
 - ➔ What kind of further training would you like to receive during the Team Seminar in preparation for your job as a tutor?

Please send your application by email to Kasia Szeniewska (kasia@glen-europe.org) until **10th January 2010**. You will receive a confirmation of your application reception.