



**Oxfam Community and Activism Team  
Oxfam House  
John Smith Drive  
Oxford  
OX4 2JY  
01865 473123**

Thank you for interest in Oxfam's "Change" training programme for young people aged 18 – 25, to be held on 18 – 21 September 2009.

Change is a great chance to learn how to change the world for the better. This pack will give you information about the Change programme and about Oxfam, to help you whether to apply.

In this pack you will find:

- A description of the Change programme
- Information on Oxfam and Oxfam's work (Mission Statement)
- An application form
- An Equal Opportunities monitoring form

The deadline for all applications is 24<sup>th</sup> May 2009.

Please return your completed application via email to [nchaudhri@oxfam.org.uk](mailto:nchaudhri@oxfam.org.uk) or to the above address. If you have any further questions please do not hesitate to give me a call on 01865 473123.

Best Wishes,

Naveed Chaudhri  
Community and Activism Team

## **Person specification**

### **Are you right for us?**

Activists who support Oxfam are passionate about overcoming poverty and suffering, and put their passion into action – whether by putting pressure on decision makers, by raising awareness locally, or by asking others to take action.

In our selection process we will be looking for people with:

- Commitment to overcoming poverty and suffering
- Enthusiasm, energy and creativity
- Willingness to learn
- Good communication skills
- A team player with the ability to work alone
- Confidence to take on unfamiliar tasks and make contacts
- Commitment to at least 6 months of campaigning with Oxfam in your own community or university
- Availability for the residential training course in Birmingham, 18 – 21 September inclusive

You will need to reside in the UK during the six-months of your campaigning programme. This is very important as we will be asking you to build contacts and develop activists locally.

### **Are we right for you?**

Through the residential training course and six-month programme, we aim to provide you with:

- The skills, knowledge and confidence to be an active campaigner in your community or campus
- Advice on drawing up your own individual campaign plans
- Input and support from experienced campaigners
- Experience of campaigning with the development sector
- Ongoing support and advice throughout the 6 months
- A challenging and fun experience which will provide you with skills for the future
- The chance to put your beliefs into practice and make a real contribution to overcoming poverty and suffering

## Oxfam's Mission Statement

**Oxfam works with others to overcome poverty and suffering.**

### **Who are we?**

We are an independent organisation, registered as a charity, affiliated to Oxfam International, with partners, volunteers, supporters and staff of many nationalities – part of a global movement to build a just and safer world. We work at all levels from global to local, including international governments, global institutions as well as with local communities and individuals, to ensure that everyone's rights are fulfilled and protected.

We believe that everyone has the right to life and security, to a sustainable livelihood, to basic social services, to be heard, and to equity.

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

We are a catalyst for overcoming poverty. To achieve the greatest impact, we work on three inter-linking fronts:

- Saving lives by responding swiftly to provide aid, support and protection during emergencies.
- Developing programmes and solutions that empower people to work their way out of poverty.
- Campaigning to achieve lasting change.

### **Our values**

Our values are founded on our beliefs and centred around three inter-related themes:

**Empowerment:** Everyone who is involved with Oxfam – whether by contributing to our work, or those who are living in poverty – feels empowered

**Inclusiveness:** We are inclusive – open to everyone, regardless of ethnic background or religion

**Accountability:** Our purpose-driven/results-focused approach which holds ourselves – and others – accountable.

## What is the Change Programme?

Being involved with Oxfam's Change program represents the beginning of your long-term commitment to campaigning. The 4-day residential training course in Birmingham is designed to equip you with the knowledge and skills to take effective campaign actions and to develop a strong relationship with Oxfam that will help support you over the following six months.

At the end of the course, each Change participant will design their own action plan for their return to their community or campus. This plan will be your commitment to raise awareness of Oxfam's campaigns, mobilise local people, and take effective action to achieve results on Oxfam's campaigning priorities.

### Responsibilities

As a participant in the Change programme, you will have the flexibility to develop your own ideas and ways of working, although all participants are required to undertake the following kinds of activity:

- Visit your local Member of Parliament or other political representative on an Oxfam campaign issue
- Work with others locally to organise campaign activities and events
- Work with the local media to raise awareness of Oxfam's campaigns

Specific targets will be set at the residential training.

### Your application

Please bear in mind the following guidelines:

- Type the form, or use black ink and write clearly.
- Do not exceed 100 words for any of the answers in the questions.
- Do not use additional sheets.
- A covering letter is not required.
- Please complete the Equal Opportunities monitoring form and return it with your application.

Once completed, either email the application as an attachment to [lhines@oxfam.org.uk](mailto:lhines@oxfam.org.uk) or post it to Lindsey Hines, Oxfam House, John Smith Drive, Oxford OX4 2JY

The deadline for applications is **Sunday 24<sup>th</sup> May**. If you would like acknowledgement of receipt of postal applications please include a stamped, addressed envelope. Oxfam would like to contact people by email and by phone. If you would prefer to be contacted some other way, please let us know on your application.

Successful participants will be notified as soon as possible.

If you are short-listed, a short telephone interview will take place during the week beginning Monday 1<sup>st</sup> June. We will contact you with the details if you are short-listed.

## Change programme Application

<b>Personal Details</b>		
Title	First name(s) (underline the one you are known by)	Surname
Address that we can send you information between now and June:		What is the best way to contact you?
Postcode:	Email:	
Tel No:		

Mobile:	
Age:	
How did you hear about the Change programme?	
Please state where you will be studying or employed for the months September 2009 – April 2010 inclusive: (e.g. History, final year, Manchester University)	

<b>Skills and Motivation</b>
<b>1) Why do you want to be part of the Change programme?</b>
<b>2) List 4 skills you believe to be essential for the Change programme, and show how you have used those skills before.</b>
<b>3) Please can you talk about an event or campaign you have taken part in organising either recently or in the past?</b>

**CHANGE and you**

**4)** The Change programme is about working with others to campaign effectively. What links do you have to your local community e.g. student, youth groups, professional networks, trade unions, clubs and music groups etc that might be useful?

**5)** Please state any other information or experiences relevant to your application.

**6)** Do you have any specific needs e.g. Wheelchair, BSL interpreter etc

In order that our equal opportunities policy is to be effective we need to obtain certain information. Your cooperation is sought in providing this. The information will be used by the Human Resources Departments for the purposes of ensuring the effectiveness of our Equal Opportunities Policy. This form will be treated in the strictest confidence and will not form part of the recruitment process. You are under no obligation to complete this form.

**Job Title: Change Programme Participant**

**Date of application:**

**Full Name:**

**Date of Birth:**

**Age:**

**Gender**

Male/Female

Are you an Oxfam Volunteer?

Yes/No

Are you an Oxfam staff member?

Yes/No

**How would you describe yourself?**

These categories of ethnic origin are recommended by the UK Commission for Racial Equality as the most appropriate for monitoring in the UK. We recognise however that the specified categories may not be appropriate for everyone. If this is the case please use the last box.

**Asian or Asian British:**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background  
(Please specify).....

**White:**

- White British
- White Irish
- Any other White background  
(Please specify).....

**Black or Black British:**

- Black Caribbean
- Black African
- Any other Black background  
(Please specify).....

**Mixed:**

- White and Black Caribbean
- White and Black African
- White and Asian
- Other mixed background  
(Please specify).....

**Chinese and Other:**

- Chinese
- Other
- (Please specify).....

**Latino:**

- Latino

**Do you consider yourself to have a disability/impairment?**

Yes/No