

Join the 2012 Human Security Forum team – building a coalition of conscience...

The Caux Forum envisions a worldwide coalition of conscience committed to the transformation of attitudes and relationships, and to decision-making guided by a holistic understanding of human security, grounded in relationships of trust.

Are you interested in serving this vision?

The 2012 Caux Forum is the last in a series of five, and will mark the beginning of a new phase. It will offer a platform for people to gather from around the world and craft the next part of a concrete strategy for addressing the root causes of human insecurity. To make this possible, we need a skilled, enthusiastic and dedicated Forum support group. These positions are not remunerated, and each team member will need to fund their own travel to Caux, but expenses during the Forum will be fully covered.

Key qualities and competencies (for all applicants):

- Willingness to take initiative
- Excellent communication skills (written and spoken)
- (Preferably) Experience in Caux and/or with Initiatives of Change generally
- Excellent English (written and spoken)
- French highly desirable, as well as any other foreign languages
- Ability and willingness to work under pressure
- Energy for 10 long days of engaging, stimulating work
- A passion for the issues

Availability

- At least 2-3 hours/wk from the end of February until the Forum
- Full availability from July 5-16 to attend the Forum in Caux, Switzerland.

The Forum Support Group will be divided into two teams:

MEDIA AND COMMUNICATIONS (3 PEOPLE)

Desirable skills/experience:

Communications –journalism – excellent written expression – web-graphic design– marketing – human security/international relations background – lofC experience

Responsibilities, working in collaboration with the Caux Communications team:

- Assisting with the coordination of a podcasting series leading up to the Forum.
- Maintaining dynamic content on the website at www.cauxforum.net.
- Marketing the Caux Challenge fundraising campaign.
- During the Forum, creating written and visual content to be shared on the Forum website and in print form. Possibilities include long-form articles, blog posts, interviews with participants, podcasts of speeches/interviews, short video clips (YouTube).
- Contributing to the Forum report design and content.

LOGISTICS (4 PEOPLE)

Desirable skills/experience:

Event management experience – familiarity with Excel, Google docs, etc – systems thinking – experience in Caux – foreign languages – attention to detail – exceptional organisational capacity

Responsibilities:

- Coordinating the management of invitee lists and rsvps.
- Communicating with participants to furnish them with relevant practical information and ensure that registration requirements are completed.
- Liaising with the Caux Communications Team to ensure relevant material is translated in good time into French.
- Working with the Program Design Team, to ensure the draft and final Conference Program is prepared for the Communications team on time, to be translated into French and German.
- Preparing the detail of relevant meetings, within the framework defined by the Strategy team, as well as:
 - o Coordinating the welcome desk
 - o Unless impossible, arranging a pre-meeting with any Panellists of a given session, to clarify objectives and content and to get to know each other.
 - o Liaising with the Program Design team and relevant contact person to communicate to any speakers the parameters of their contributions
 - o Ensure that interpreters are fully briefed
 - o Develop and implement a system for ensuring technical requirements for all the sessions are met with the highest professionalism
- Ensure daily programs are prepared and posted in three languages and changes to daily programs communicated to the Caux Communications Team by 16h the previous day.

To apply, please send a CV and cover letter, including the preference of team, to humansecurity@cauxforum.net by **GMT 17h00 on 13 February 2012**.