

Short Guide for Interns



"Hope For Children" CRC Policy Center has a vision: the world as a safe and joyful place for children, a place where they can improve while playing, being supported by their families and the society in general and have an active part in decision making – especially on matters concerning their lives. But to make this vision become a reality, we need everyone's help. If you share our vision, we are waiting for you to join our growing team.

This guide is intended to help you on what you will be working on, as well as the skills needed to be successful but also to allow you to get the most out of Nicosia during your stay.

Responsibilities

We always take into account the academic or professional background of the trainee-to-be, hence, the tasks we offer highly vary. Your main role will be to collaborate with the staff and support their work. However, typical tasks of the interns are the following:

- conducting research
- providing support in the field of Law, Psychology, Sociology, Social Work, Human Rights
- office assistance
- drafting before and after project meetings
- contributing to the development of project proposals
- assisting with the preparations of policy papers
- field work
- organizing team work
- providing material for website updates
- developing graphics, overall layout and visual or audio images for logos, brochures, reports, websites and etc.
- updating our online platforms

What we require

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. This is an opportunity to get experience in a professional, cultural and educational environment. It also provides trainees with practical and theoretical knowledge mostly through their involvement in the Organization's projects and activities.

Details

Internships at our Organization are unpaid. Accommodation and traveling fees must also be covered by the trainee or intern, however, we are partners of the Erasmus+ programme, and therefore applicants may apply for funds to help them financially through the European Commission.

You are expected to work 37.5 hours per week (5 days per week). Sometimes, you may be asked to work some extra days or hours, because of specific activities or needs of the Organization. In this case you can recover these days. The intern-trainee is entitled to 2 days per month holidays (a week notice before) and the dates must be agreed in advance with the Director of Research and Development.

The intern-trainee will have to participate to the weekly staff meetings.

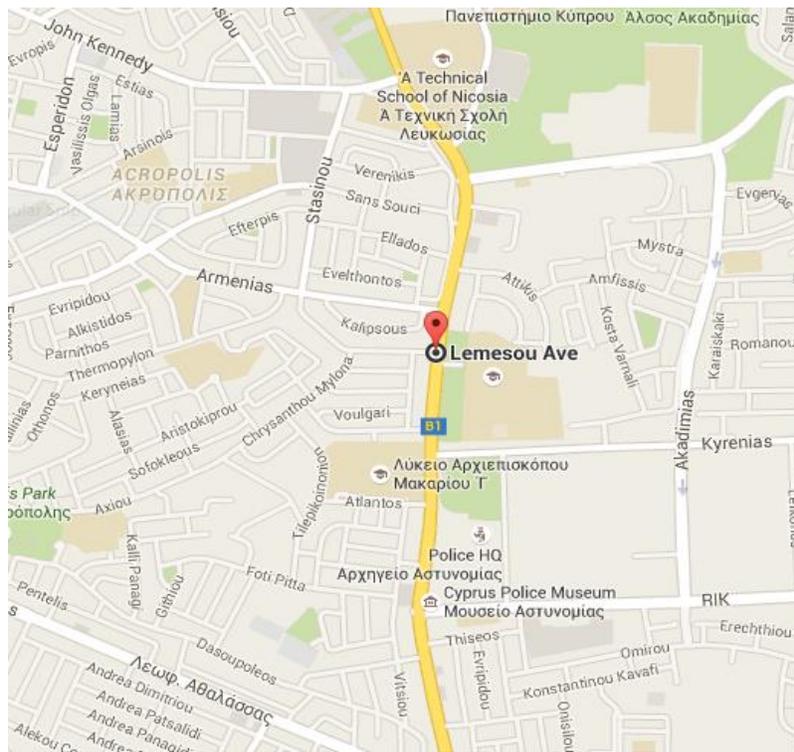
On arrival you must:

- prepare a presentation of your academic professional background.
- schedule meetings with different staff to understand the Organisation and the on-going projects.
- after 2 weeks of work, you must prepare a work plan in which you should include a personal project (i.e. a policy paper, a short research project, a journalism piece, a visual identity product in the case of designers) linked to the ongoing tasks of the Organisation, and how you can also support other staff's daily work.
- work plan must be approved by the internship supervisor.
- at the end of internship, the supervisor will write a short performance report on the work accomplished.

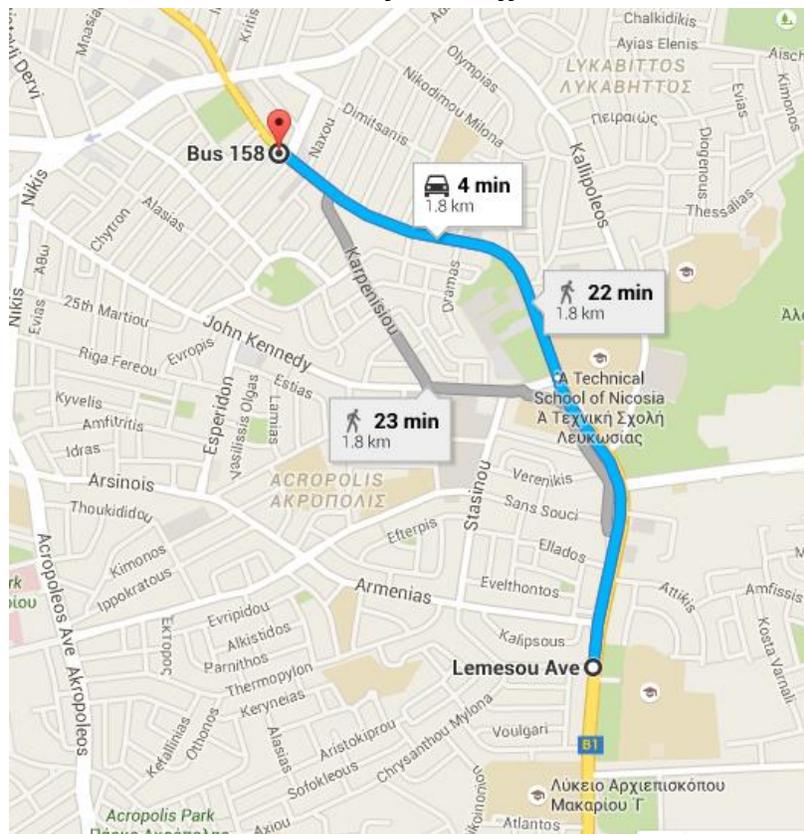
Accommodation

Nicosia is a large city and you will find accommodation available in every district. Since there are few connecting bus routes and buses may be infrequent, to fully enjoy your stay in Nicosia it may be more convenient to find accommodation between HFC's offices and the city center. This is somewhere along the route of bus 158 or 160, which passes just outside our office (see map below).

You can find information about Nicosia buses on the website: <http://www.cyprusbybus.com/default.aspx>. If you have a valid student ID from any European university, you are entitled to 50% discount.



Location of HFC's offices



Bus line 158

How to find our office by public transport:

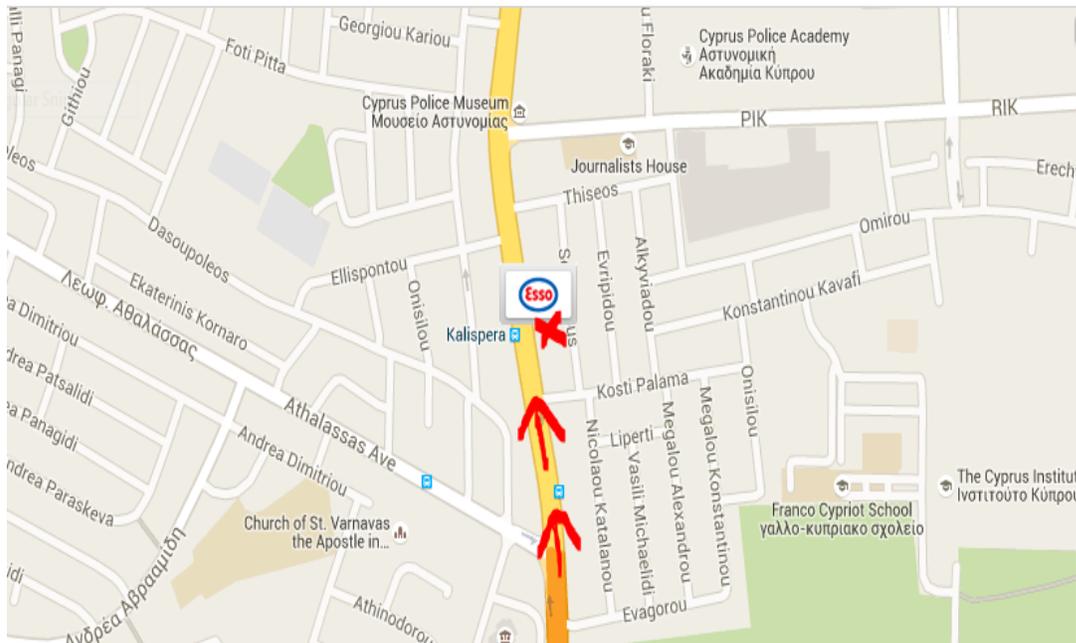
You need to take **bus 158 or 160** beginning at Solomos Square (in the city center). The easiest way to get off at the right stop is to ask the driver to tell you to get off at Limassol Avenue. You should get off either before or after “Esso” petrol and diesel

service station. Remember to ring the bell to inform the driver that you are planning to get off at the next bus stop.

When you get off, you will see, "Esso", the petrol and diesel service station, across the street. Then, you will need to cross the street and see the yellow building next to the gas station. The entrance to our office is at the side of the building. You can either take the elevator or the staircase inside the building. We are on the second floor, Office 201 and 301.

Our **full address** is:

**75 Limassol Avenue,
Office 201, 2nd and 3rd Floor,
2121 Nicosia
Cyprus**



The map shows Limassol Avenue and "Esso", the petrol and diesel service station which is next to HFC's offices

Looking for us on the map

In Nicosia there are a lot of streets with the same name. When checking the map, make sure that you know the DISTRICT (for example Strovolos, Egkomi) or the zip-code and be certain the street is in this district.

Travelling

Nicosia is the heart of Cyprus so it's a good starting-point for exploring the island. The bus stops for intercity buses, which visit other cities in Cyprus, start at Solomos Square. The first website is about Nicosia buses – OSEL and the second about intercity buses:

www.osel.com.cy

www.intercity-buses.com

Weekends in Cyprus

Cyprus is a small Mediterranean island. As an intern, you will have plenty of time to explore the island. A three or six months' internship is enough to visit most of Cyprus.

Let's start from Nicosia

In Nicosia there are many museums and tourist attractions. The most interesting and important sights are located in the old city. You can visit the Leventio Museum, Archeological Museum, Byzantine Museum, Ethnological Museum and of course the Observatory Tower in Lidras street. More information is available at www.all4cyprus.com/axiotheata-kyprou/museums/mouseia-lefkwsias.html

Also, the Athalassas national park could be an alternative choice during your weekend and also you have the possibility to cross the borders and visit the North part of Nicosia. DON'T FORGET YOUR ID CARD OR PASSPORT!!!

Additionally, during weekends it is possible to travel around the island really cheap. We strongly recommend you to visit Paphos. If you like clubbing, Limassol is waiting for you and of course Larnaca, if you want to spend a relaxing weekend. Remember! Cyprus has not only a great seaside but also wonderful nature and mountains. A day – trip in the small, traditional Cypriot villages around the Troodos Mountain is a good idea too!!!

Having fun

- Many interesting cultural events take place in Nicosia and other cities. The following website may be helpful: www.cypriusevents.net/annual/nicosia-events
- For free walking tours organised by the municipality, see this website: www.nicosia.org.cy/english/tours.shtm
- To access the city's bicycles for local travel (the first hour is free!), see here: www.podilatoendrasi.com.cy
- Nicosia has plenty of bar - restaurants and coffee shops which can correspond to different needs and tastes.

Food/ Drink

Cypriot cuisine is famous for halloumi (a type of cheese), Cypriot pitta with souvlaki (kebab) or gyros (doner) and sheftalia (Cypriot meat balls). Alternatively, for vegetarians/vegans you have a variety of traditional veggie dishes and sweets to choose from. If you enjoy drinking, in Cyprus you can find good wine, local beers and the traditional spirit zivania.

Contact us

We look forward to meeting you soon!

If you have any questions about coming to "Hope For Children" CRC Policy Center, get in touch with Ms. Aliko Varella at varella.a@uncrcpc.org

Thank you and enjoy your stay in Cyprus,

"Hope For Children" CRC Policy Center