Recruitment for a Communications Intern – London office

Overview

Business & Human Rights Resource Centre is seeking a Communications Intern to provide support across the breadth of our communications work. Working with our Corporate Accountability & Communications Officer, and other members of our global team, you will assist in increasing the media and social media coverage of our analysis and propositions, and the struggles of our partners to achieve justice and remedies for abuse. We are looking for someone who is enthusiastic, reliable, well-organised and creative.

You should have a strong interest in international human rights issues. You will need the ability to concisely communicate and demystify large amounts of complex information. You should be self-motivated, and able to work independently while functioning well as a member of a small team. You will need research skills, but also must be willing to do a large amount of routine data input efficiently & accurately. Attention to detail and accurate spelling are essential.

Period: Minimum commitment of 3 months part-time (2-3 days a week)

Reimbursement of local travel costs, and lunch up to £5 for interns who do not have funding for the internship from their university or other institution; we are unable to pay any stipend or salary.

Location: our office in **central London** (intern may also work from home at times if he/she wishes). Please note that due to lack of resources we are only able to take applicants with a valid work/internship permit, and are unable to offer sponsorship.

To apply, please download and complete the application form from our website. Send via email to Anna Liberadzki liberadzki@business-humanrights.org. Please include 'Communications Internship' in the subject line. Note we cannot accept CVs.

Next: If shortlisted, we will invite you for an interview and a written test.

About us

Business & Human Rights Resource Centre is an international NGO that tracks the human rights impacts (positive & negative) of over 7000 companies in over 180 countries making information available on its eight language website. We seek responses from companies when concerns are raised by civil society. The response rate is over 80% globally.

The Resource Centre has 11 paid staff in London, including the Executive Director. Our team members are also based in Brazil, China, Colombia, Egypt, Hong Kong, India, Japan, Kenya, Mexico, Senegal, South Africa, Myanmar, Ukraine & USA. The Centre is a non-profit organization, and does not accept funding from companies. Further details about the Centre are on our website (http://www.business-humanrights.org).

Your tasks

1. **Social media:** Update social media pages, generate content, and assist in developing and implementing social media strategies. Monitor and collate social media analytics.

2. **Proofing and inputting content**: Proofread blogs, briefings, and press releases, and input them into our website. Design, create and update web pages.

3. **Media outreach and monitoring:** Monitor media for coverage of our work. Contact relevant journalists and media outlets to raise the profile of the Resource Centre. Assist in developing a database of contacts.

4. **Research** to inform communications outputs (including social media and blogs). Topics might include: Climate Justice, Human Rights Defenders, UN Guiding Principles on Business and Human Rights, Binding treaty, Major sporting events, Tax avoidance, Freedom of Association, Natural Resources, Conflict and Peace.

5. **Participate in staff meetings**, including biweekly Skype discussions with all staff & regional researchers.

You will be trained, supervised and supported by our staff.

Please note that this internship is not academically oriented, and does not involve extensive analysis or writing. Rather, it is a practical internship focused on bringing global attention to company conduct affecting people and communities, with the aim of promoting respect for human rights.

Person Specification: **Communications Intern**

CRITERIA	STANDARD
Education	Student or recent graduate of an undergraduate, graduate or postgraduate programme. Ideally this will be in a communications related subject (including: English, Media, PR), or a human rights related subject.
Language skills	Fluent English: reading/writing/speaking (Essential) Excellent English spelling and proofreading skills (Essential) Knowledge of languages (particularly Spanish, French Arabic, Chinese, German, Portuguese or Russian) to a standard to be able to read newspaper articles and compose brief written summaries (Desirable – but not essential)
Information technology skills	Proficient computer skills, including MS Word, Outlook and online research (Essential) Familiarity with social media (Essential) Familiarity with graphic design, HTML, CSS (Desirable) [previous experience working on a website is not necessary]
Data input capacity	Ability & willingness to do large amount of routine data input on a daily basis to update the website & develop the contacts database (Essential) Attention to detail & accuracy (Essential)
Research & analytical skills	Ability to identify useful contacts and contact information (Essential) Ability to search out & identify relevant articles & reports on the internet, to categorise & summarise them clearly & succinctly (Essential) Academic or work experience involving online research (Desirable)
Project support	Experience providing support to projects at various stages – including building contact lists, pulling together & synthesising research for briefings, writing targeted blogs (Desirable)
Self-initiative	Ability to use own initiative and to work independently (Essential) Motivated by achieving results and completing tasks (Essential) Ability to adjust work quickly & efficiently in response to feedback (Essential)
Team skills	Ability & willingness to work effectively as part of a small team (Essential)
Organizational skills	Experience of organising & prioritising own work (Essential)
International knowledge	Interest in international affairs (Essential) General knowledge of international social & environmental issues (Desirable)
Commitment to human rights	Interest in & commitment to promoting human rights (Essential)
Impartiality & balance	Ability & willingness to present information objectively & impartially (Essential)

Business & Human Rights Resource Centre strives to be an equal opportunities employer.