



Recruitment for a Research & Projects Intern

Overview

Working with our research staff and other members of our global team, you will assist in monitoring news about companies' impacts on social and environmental issues, update our website on a daily basis with relevant reports, and provide support to web-based projects seeking to raise awareness about business and human rights. We are a small team and often ask interns to help with a variety of other tasks as well (see task description below).

We are looking for someone who is enthusiastic, reliable, and well-organised. 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 at least 3-4 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 offices in **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 'Research & Projects Internship' in the subject line. Note we cannot accept CVs.

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

We especially encourage current students or recent graduates of relevant undergraduate, graduate or postgraduate programmes to apply.

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, Myanmar, Senegal, South Africa, 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. **Online research & input:** Finding relevant news and reports online; composing abstracts; categorising articles; adding and updating pages on the website.
2. **Assisting with web-based projects and big issue sections of our website including;** [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](#).
3. **Supporting social media & communications work** (including covering major events such as the UN Forum on Business and Human Rights)
4. **Updating broken & outdated links** on our site.
5. **Participating 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: Research & Projects Intern

CRITERIA	STANDARD
Research & analytical skills	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 (Essential)
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)
Language skills	Fluent or strong English: reading/writing/speaking (Essential) Fluent (reading/writing) French and/or Spanish (Highly desirable – but not essential) Good working knowledge of languages (particularly 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) Excellent spelling skills (Essential)
Project support	Experience providing support to projects at various stages – including building contact lists, pulling together & synthesising research for briefings, writing targeted blogs (Desirable)
Information technology skills	Proficient computer skills, including MS Word, Outlook and online research (Essential) Familiarity with social media (Desirable) [previous experience working on a website is <u>not</u> necessary]
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 (Essential)
Commitment to human rights	Interest in & commitment to promoting human rights (Essential)
Impartiality & balance	Ability & willingness to present information objectively & impartially (Essential)
Conflict of interest	No activities or membership/affiliation with organizations in conflict with the aims & objectives of the Resource Centre or which may jeopardise its image, impartiality & independence (Essential)

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