**JOB ADVERTISEMENT**

**Parliamentary Communications Intern**

**(Paid Internship – London living wage)**

**2 days (usually Tuesdays and Wednesdays)/week for approximately one year**

***RECRUITING ORGANISATION:*** All-Party Parliamentary Human Rights Group (PHRG)/

 All-Party Parliamentary Human Rights Trust (PHRT).

***SALARY:*** London living wage for average 16 hours/week,

from Jan. to mid- Dec. 2019 (exact dates to be determined).

***BACKGROUND:*** The PHRG is a long-standing All-Party Parliamentary Group (APPG), chaired by Rt Hon Ann Clwyd MP, which works with UK Parliamentarians, on a cross-party basis, to raise awareness of serious international human rights violations, especially in relation to civil and political rights, and to lobby decision-makers for redress and reform. The Parliamentary Human Rights Trust (PHRT) is the registered charity of the All-Party Parliamentary Human Rights Group (PHRG).

As well as reacting to the current news agenda, it also lobbies on the longer-term, and often ignored or intractable, human rights crises.

With the support of the Barrow Cadbury Trust, the PHRG/PHRT has employed a Group Co-ordinator/Legal Advisor since 2000. In consultation with the Officers and members, the Co-ordinator is responsible for reviewing strategic priorities; delivering the agreed programme of events and activities; overseeing and undertaking day-to-day work, including monitoring, research, preparation of briefings, finance, administration, and donor reporting. The Co-ordinator also supports smaller human rights NGOs and individual defenders, by helping them to build capacity; and strengthens links, and develops joint projects, with outside bodies, including with UK and foreign Government departments, inter-Governmental organisations and international NGOs and think-tanks.

*Following receipt of further funding, the PHRG/PHRT is able to employ a part-time paid intern to assist with internal and external communications, particularly in connection with the PHRG’s website and social media, as well as to assist the Group Co-ordinator more generally.*

As the third Parliamentary Communications intern will be completing her internship, the PHRG is looking for another suitably qualified person to take on the next internship.

The Parliamentary Communications intern is line-managed by the Group Co-ordinator/Legal Advisor, who reports directly to the PHRG Officers. Both members of staff will work from the Parliamentary Estate in Westminster.

***MAIN TASKS AND RESPONSIBILITIES:***

The successful candidate will be asked *to assist* with the following tasks:

* to implement a comprehensive communications strategy, i.e., further to instructions, draft and disseminate a regular internal newsletter, update the website regularly, communicate information on social media, disseminate information to stakeholders as requested, and monitor diverse media sources;
* to generate further media coverage and add to media contacts;
* to create and maintain a membership and external contacts database;
* to do research and draft briefings about states’ compliance with their human rights obligations, and other related matters, as well as drafting copy for press releases, reports and other organisational material as requested;
* to attend meetings on behalf and at the request of the PHRG and report back;
* to support the Group Co-ordinator and PHRG Officers as required, particularly with the organisation of events and administrative matters.

***REQUISITE EXPERIENCE AND KNOWLEDGE:***

The Parliamentary Liaison and Communications Co-ordinator **must** demonstrate the ability to:

* communicate courteously and clearly, orally and in writing, with a wide range of people, including elected representatives, NGO representatives, media contacts and members of the public;
* create and maintain relevant databases (knowledge of Microsoft Access, and/or other similar software programmes, would be particularly advantageous) and a website (knowledge of WORDPRESS would be particularly advantageous), and assist with social media communications;
* prepare concise briefings and press releases, and take notes and minutes;
* pay attention to detail, and convey information accurately;
* manage a number of tasks efficiently, prioritise his/her workload effectively, and work, at times, to tight deadlines and during unsocial hours;
* work for Parliamentarians from across the political spectrum – which will require a duty of confidentiality;
* work under instruction as part of a small team, though, at times, without direct supervision.

The Parliamentary Liaison and Communications Co-ordinator **must** demonstrate knowledge and understanding of:

* relevant international human rights obligations (particularly re. political and civil rights), international political processes and lobbying, preferably with, or working towards, a Masters’ degree in a relevant subject;
* the basic workings of UK Parliament and/or the Westminster model;
* the work of relevant Governmental and Non-Governmental institutions/organisations in this field;
* basic office administration and relevant IT skills (especially as regards website and database management – *see above*, and social media tools) and,
* the aims and objectives of the PHRG/PHRT.

*Knowledge of the workings of membership-based and charitable organizations and the donor community, as well as media experience, would also be useful.*

*All applicants must have the right to work in the UK for at least 16 hours/week during the contracted period.*

*Please note also that to work in Parliament, the successful candidate will need to be security cleared by the relevant Parliamentary authorities; the position will therefore be dependent on successful security clearance.*

**To Apply:** Please send a CV (*2 pages maximum – with two references*) and a 1-page covering letter explaining how your skills and experience make you a suitable candidate for the position; please refer directly to the job description/specification in your reasoning.

*E-mail to* Nicole Piché PHRG/PHRT Group Co-ordinator, at pichen@parliament.uk, and specify “PHRG/PHRT Internship Application” in the subject heading.

**Closing date for applications: *Friday, 16 November, at noon (UK time).***

**Interviews: end of November*, tbc.***

**Start date:** ***January 2019, tbc.***

*Please note due to resource constraints,*

*only those candidates asked to attend an interview will be contacted.*