

## Communications and Advocacy Intern (Paid)

### Overview and summary

CORE is seeking a Communications and Advocacy Intern (paid) to provide support across our work for 21 hours per week for an initial period of three months, with a possibility of extension to six months. We are looking for someone who is enthusiastic, reliable, well-organised and creative to start as soon as possible.

### About CORE

CORE is the UK civil society coalition on corporate accountability. We work with over 40 partner organisations to develop and promote shared policy solutions. We aim to advance the protection of human rights and the environment with regard to the global operations of UK companies, by promoting a stronger regulatory framework, higher standards of conduct, compliance with the law, and improved access to remedy for those harmed by the activities of UK companies. CORE's work is led by its executive director and by a board of experts in the field of corporate accountability. For more information see our website [www.corporate-responsibility.org](http://www.corporate-responsibility.org)

### Main responsibilities of this role

- Updating the CORE website, including drafting content
- Managing social media presence
- Producing an email newsletter
- Organising member and public events (logistics; preparation of materials; taking notes etc.)
- Keeping member & partner organisations updated about our work and responding to their queries
- Supporting fundraising (researching funders; assisting with drafting proposals)
- Researching, drafting and editing blogs, articles, briefing papers and letters
- Supporting administrative tasks

### Person specification

- Knowledge of, or interest in business and human rights / corporate accountability
- Educated to Masters level in human rights / politics / law, or a related discipline, or equivalent post-graduation work experience of at least one year
- Fluent English speaker with excellent verbal communication skills
- Ability to write in English to a professional standard and to translate complex, technical information into materials and messages for non-specialists
- Strong organisational skills
- Experience of using a website content management system an advantage
- Good attention to detail

## **Benefits**

- Experience of working in a small NGO focussed on human rights and social justice.
- Friendly and dynamic work environment in The Foundry, the purpose built centre for social justice and human rights organisations, in Vauxhall, south London.
- Professional supervision.
- Paid the London Living Wage (currently set at £9.40 per hour).

## **How to apply**

**All applicants must have proof of the right to work in the UK.**

**Deadline for applications: Friday 22 January, 5pm. Late applications will not be accepted.**

Please submit the following documents to Marilyn Croser: [marilyn@corporate-responsibility.org](mailto:marilyn@corporate-responsibility.org) with the subject line 'Intern application 2016'. Queries about the role should also be addressed to Marilyn.

- A CV of no more than two pages
- A one page cover letter addressing each point in the person specification and indicating when you would be available to start
- A 300 word blog post on a current business and human rights issue, aimed at the blog page on our website. Feel free to suggest a layout or illustrations/infographics to be included with the text.

**Please note, page limits are strict and extra pages will not be read.**

*January 2016*