



## **Intern role description**

### **About CORE**

CORE is the UK civil society coalition on corporate accountability. Our partner organisations are development, human rights and environmental NGOs, trade unions, legal experts and academics. Partners include Amnesty International UK, Anti-Slavery International, CAFOD, Christian Aid, Traidcraft, Unicef UK and WWF-UK. See [www.corporate-responsibility.org](http://www.corporate-responsibility.org) for more information.

### **What we do**

We work with our 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.

Our recent successes include campaigning for a new law requiring companies to report on how they're addressing slavery in their supply chains and publishing guidance for companies on reporting, and giving evidence before the Parliamentary Joint Committee on Human Rights.

### **The intern role**

This is a part-time unpaid position which would suit a recent graduate/graduate student seeking to gain experience in NGO policy and communications work, and who has an interest in business and human rights.

Hours: 14-21 hours per week, flexible, working from our office in Vauxhall or from home. Lunch and travel expenses provided.

### **Intern tasks are likely to include, but are not limited to:**

- Conducting desk research to inform briefings, blogs and other projects
- Updating and drafting creative content for the CORE website and other online platforms
- Attending meetings, discussion forums and events with leading development and business and human rights organisations
- Collating relevant data to help with monitoring and evaluation
- Assisting with the organisation of member and public events (logistics; preparation of materials; taking notes etc.)
- Supporting administrative tasks

### **Person specification:**

- Knowledge and understanding of business and human rights / corporate accountability strongly preferred
- Strong written and verbal communication skills, in English
- Able to write for the web

- Confident, with good inter-personal skills
- Well organised
- Good attention to detail
- Experience of using a website content management system an advantage

### **Benefits**

- The opportunity to work with a range of international organisations on human rights and social justice
- Experience of working in a small and dynamic team, with professional supervision and support
- Friendly work environment in The Foundry, the purpose built centre for social justice and human rights organisations, in Vauxhall, south London

### **How to apply**

**Deadline for applications: Wednesday 27 September 2017, 5pm.**

Please submit the following documents to Ayesha Carmouche: [ayesha@corporate-responsibility.org](mailto:ayesha@corporate-responsibility.org) with the subject line 'Intern application 2017'.

- A CV of no more than two pages
- A short writing sample (250 words).