**TASK DESCRIPTION**

Title: Research and Communications Intern

Reporting to: Policy Director

Commitment: Part-time, flexible hours, 20-25 hours per week

Duration: Six months (April 2015 – October 2015)

Expenses: The position is an unpaid internship. PRI will reimburse travel and lunch expenses on production of receipts (see volunteer expenses policy for detail).

Tasks include:

Policy and research

* Conducting desk-based research and analysis on one thematic issue, and drafting a policy briefing for internal and external use
* Assisting the policy team with production of briefs, submissions and reports for external and internal use
* Assisting with the organisation for external events at the UN and other fora

Communications

* Compiling and drafting PRI’s regular newsletters
* Assisting in promoting PRI’s animation ‘Is a prison sentence always the solution?’
* Assisting in building PRI’s social media profile
* Assisting with maintaining website

Administrative

* Maintaining PRI’s database of contacts
* Assisting with other administrative tasks as requested

**QUALIFICATIONS, SKILLS, ABILITIES, EXPERIENCE**

Qualifications

Degree, or working towards a higher degree/masters, in a relevant subject such as criminal justice, human rights law or political science

Skills and abilities

Excellent writing and editing skills in English (other languages desirable)

Competent IT skills (Word, Excel, Outlook, Internet Explorer)

Excellent interpersonal and communication skills

Ability to work independently, show initiative and work collaboratively in a team

Ability to manage a varied workload and conflicting demands effectively and meet deadlines

Good planning and organisational skills

Experience

Experience in desk-based research and drafting

Some understanding of information management, including use of databases

Some experience of working in multicultural environments and cultural sensitivity in dealing with assigned tasks

Other

Commitment to human rights and PRI’s mandate and values

Legal right to volunteer in the UK