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**RECRUITMENT PACK: POLICY AND CAMPAIGNS INTERN**

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| **POSITION DESCRIPTION** |  |
| **Position title:** | Policy and Campaigns Intern (Paid) |
| **Salary** | London Living Wage currently £11.05 per hour |
| **Employment status:** | Six Month Fixed Term Contract |
| **Hours:** | Full time. |
| **Location:** | Liberty House, Westminster, London |
| **Closing date for applications:** | 30th May 2022, 9am |
| **Interview dates:** | First Round: w/c 13 June 2022  Task and Second Round: w/c 20 June 2022 |

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| **ABOUT US** |
| Liberty is an independent membership organisation. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.  We are campaigners, lawyers and policy experts who work together to protect rights and hold the powerful to account. We empower others to defend their own rights and the rights of their family, friends and communities.  Our principles are guided by evidence and expertise – not political agenda, profit or popular opinion. We’re not afraid to speak uncomfortable truths or confront intolerance and abuse of power wherever we find it.  Together we’ve been making the UK a fairer, more equal place since 1934.  Liberty is currently recruiting a Policy and Campaigns Assistant to join the team. If you are interested in furthering a career in human rights campaigning and policy work, then we want to hear from you. |

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| **ROLE PURPOSE** |
| The Policy and Campaigns Intern position is designed to both provide vital support to the Policy & Campaigns Team and provide opportunities for the post-holder to develop their skills and knowledge in human rights policy analysis, parliamentary advocacy, and campaigning. This is an entry-level position requiring no prior experience.  Liberty is striving to build a team that is truly inclusive. We welcome applications from marginalised groups, particularly people of colour, trans and non-binary people and disabled people. Your potential to learn and grow in the role is what’s important to us. If you have lived experienced of Liberty’s campaigns/core issues or are looking to change careers and move into a campaigning world, but don’t have 100% of what we are asking for in the person specification, we still want to hear from you. |
| **KEY RESPONSIBILITIES** |
| The Policy & Campaigns Intern has a set of core responsibilities to which specific tasks and projects will be added based on their skills and experience.   * General administrative support (e.g. filing, preparation of documents, scheduling of meetings, travel arrangements) * Data entry, and other administrative support for Liberty’s public advice service * Coordinate logistics and administrative support for major events and meetings * Attend Advocacy, Policy and Campaigns, and cross-team meetings and participate in strategy discussions * Accompany staff members to meetings with coalition partners (e.g. other NGOs, grassroots groups), members of Parliament, and other officials, as appropriate * Undertake research to support legal and policy work * Attend Liberty events as needed, including occasional duties outside of office hours. * Maintain an awareness and knowledge of developments in politics, human rights and civil liberties in the UK. |

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| **SELECTION CRITERIA** | | **Essential** | **Desirable** | **Application** | **Interview** | **Assessment** |
| **Experience & Knowledge:** | Proficient in Microsoft Office (especially Outlook and Word). | ü |  | ü |  |  |
| Commitment to and understanding of Liberty’s mission | ü |  | ü | ü |  |
| **Competencies & Skills:** | **Communication:** Strong written and oral communication skills. | ü |  | ü | ü |  |
| **Creativity:** Ability to think and work creatively. | ü |  |  |  | ü |
| **Proactive delivery:**  Ability to manage competing priorities and work independently to meet deadlines and solve problems. | ü |  | ü | ü |  |
| **Attention to detail:** Excellent attention to detail. | ü |  | ü |  | ü |
| **Collaboration:** Ability to develop and maintain internal and external working relationships, be a positive member of the team, and enhance the effectiveness of Liberty’s work by working well with others. | ü |  |  | ü |  |
| **Values** | Commitment to human rights issues and Liberty’s cross-party, non-party status. | ü |  | ü | ü |  |
| Commitment to building a fair, compassionate and diverse working environment. | ü |  |  | ü |  |
| Strong interest in pursuing a career in human rights policy & campaigns and able to demonstrate how they will benefit from this opportunity. | ü |  |  | ü |  |

| **IMPORTANT INFORMATION** |
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| 1. Application forms should be returned by email as Word or PDF documents to HR@libertyhumanrights.org.uk with the job title as the subject no later than **9am 30 May 2022.**   **Applications received after the closing date will not be considered**.  We also ask you to submit the diversity monitoring form, available from our website, but this is optional.   1. You will receive an automatically generated response confirming receipt. If you **DO NOT** receive this response within one to two hours of sending, please call 020 7403 3888 to check whether your application has been received - be sure to do so before the closing date. 2. Interview will take place online via Zoom. First round Interviews are scheduled for w/c 13 June 2022with second round interviews scheduled w/c 20 June 2022. Shortlisted applicants will be contacted by phone to arrange interview times. Details of the interview (location, members of panel, etc.) will be confirmed by email. 3. Applicants who have not been short listed will be notified by email. **Due to our limited resources we are unable to provide feedback on applications.** 4. Interview panels will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. All candidates are asked a uniform set of questions (usually 5 or 6) and may also be asked follow up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc. 5. Candidates shortlisted for the second round interviews will be asked to complete a pre-interview task. 6. Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback. 7. Liberty’s offices are wheelchair accessible. If you have a special requirement for completing a task or attending an interview due to a disability, please contact us on 020 7403 3888 |