

TASK DESCRIPTION

Title:	Policy Intern
Reporting to:	Policy and Programme Manager
Commitment:	Part-time, flexible hours, 20-25 hours per week
Duration:	Six months
Expenses:	The position is an unpaid internship. PRI will reimburse travel and lunch expenses on production of receipts (according to volunteer expenses policy).

Tasks include:

- Monitoring developments and conducting desk-based research on criminal justice issues, including UN jurisprudence
- Assisting the policy team with the publication of briefs, submissions and reports for external and internal use including drafting and proof-reading content
- Assisting with organising external events, including public events, conferences and expert meetings (logistics, documentation, etc).
- Representing PRI at external events as requested
- Contributing to the maintenance of PRI's database of contacts
- Assisting with reporting to donors and monitoring/ evaluation tasks
- 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, Web)

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