

**Business & Human Rights Resource Centre**

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[www.business-humanrights.org](http://www.business-humanrights.org)

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Visit by Jeff Riley, Kings College Careers Service, 21 April 2008

**Purpose of Visit** – BHRRC were advertising an internship and I wanted to find out more about the organisation and what opportunities there were for Interns

**The Organisation** – “The world’s leading independent resource on the subject. Our website is updated hourly with news and reports about companies’ human rights impacts worldwide – positive and negative”

While BHRRC is small it does have offices in New York and California as well as London and a network of researchers and a presence in South Africa and Hong Kong. It aims to collate and disseminate objective data and information on the impact of companies on human rights.

Internship –BHRRC has approximately two recruitment drives per year. They are currently advertising for one or more research interns (closing date 6<sup>th</sup> May 2008) with the following person spec

CRITERION	STANDARD
1. Research & analytical skills	Ability to search out & identify relevant articles & reports on the internet, to categorise & summarise them clearly & succinctly (Essential) Academic or work experience involving research (Essential)
2. Data input capacity	Ability & willingness to do large amount of routine data input on a daily basis to update the website & develop the contacts database (Essential) Attention to detail & accuracy (Essential)
3. Language skills	Good English: reading/writing/speaking (Essential) Good working knowledge (reading/writing) of other languages, particularly Spanish, French, Arabic, Chinese, Russian or Portuguese, to a standard to be able to read newspaper articles and compose brief written summaries (Desirable – but not essential) Good spelling skills (Essential)
4. Information technology skills	Basic proficiency in computer use, including word processing, e-mail, using the internet (Essential) [previous experience working on a website is <u>not</u> necessary]
5. Self initiative	Ability to use own initiative and to work independently (Essential) Motivated by achieving results and completing tasks (Essential)
6. Team skills	Ability & willingness to work effectively as part of a small team (Essential)
7. Organizational skills	Experience of organising & prioritising own work (Essential)
8. International knowledge	Interest in international affairs (Essential) General knowledge of international social & environmental issues (Essential)
9. Commitment to human rights	Interest in & commitment to promoting human rights (Essential)
10. Impartiality & balance	Ability & willingness to present information objectively & impartially (Essential)
11. Conflict of interest	No activities or membership/affiliation with organizations in conflict with the aims & objectives of the Resource Centre or which may jeopardize its image, impartiality & independence (Essential)

**Comment [M1]:** Research. The core part of the internship. An awareness of sources of information and an ability to see which articles and reports belong on the website, and how they may be 'tagged' when entered on the database, to ensure they are found on searches.

**Comment [M2]:** Data Input. Its routine but does involve reading a lot about the topic and then summarising and tagging on the database. The 2<sup>nd</sup> part of this - the contacts database - requires someone with the initiative and judgment to help it expand the number of consumers of its information

**Comment [M3]:** Initiative – you will be supported by full time staff but given that it is a small organisation, you will be asked to manage your time yourself. In addition this kind of work is still developing and there may not be templates to work from

**Comment [M4]:** Again a small office depends on a willingness to get involved and help out.

**Comment [M5]:** Most interns have a social science background and often masters level knowledge, but these are by no means necessary. Be aware of the core topics that the organisation focuses on, i.e. human rights issues in general

**Comment [M6]:** 9 You may have a track record beyond your academic studies

**Comment [M7]:** 10 They are not after 'bad news' stories but building a reputation on objectiveness. Companies are always asked to respond and refute

**Comment [M8]:** 11 Membership of parties will not be an issue though holding official positions in them or being on a board of directors may be raise conflict of interest issues

Further information about the internship and an application form can be found via the 'Announcements' box on the BHRRC homepage - [www.business-humanrights.org](http://www.business-humanrights.org)