**CORPORATE HUMAN RIGHTS BENCHMARK INTERNSHIP**

**Overview**

The Corporate Human Rights Benchmark is looking for an enthusiastic, reliable, well-organised and creative individual to support the implementation of the first pilot benchmark.

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| **Period** | 4 months with possibility to extend (March-July 2016) |
| **Remuneration** | London Living Wage |
| **Location** | Virtual (3 days per week of which 1 day based in CHRB partner office London) |
| **Closing date** | 5pm GMT on 2nd March 2016 |
| **Interview Date** | Candidates will be notified if selected by interview by Friday 4th March 2016  Interviews will be held on Tuesday 8th March 2016 in London |
| **Start Date** | Monday 14th March 2016 |

**About us**

The Corporate Human Rights Benchmark is a unique collaboration between private sector and not-for-profit organizations. The seven organizations are Aviva Investors, Business & Human Rights Resource Centre (BHRRC), Calvert Investments, The Institute for Human Rights and Business (IHRB), Nordea, Vereniging van Beleggers voor Duurzame Ontwikkeling (VBDO) and Vigeo-Eiris.

The Corporate Human Rights Benchmark will be the world’s first free and public benchmark, ranking the top 500 listed companies headquartered around the world on their human rights related policies, process and practices. The Benchmark will create greater corporate accountability, incentivise and encourage changes in business behaviour and create greater leverage for investors, policy-makers, and in the long-term consumers.

**Progress to date**

In October 2015 CHRB completed a comprehensive consultation with a range of stakeholders (investors, companies, government agencies, civil society and trade associations) on the CHRB framework and the draft list of indicators. Following this comprehensive consultation the CHRB framework and indicators are being reviewed and enhanced to ensure that we have a rigorous and credible methodology. CHRB plan to publish the final methodology for the 2016 pilot benchmark in March 2016. During the remainder of 2016 CHRB will conduct the research, analysis and ranking of 100 companies that have been selected to be part of the pilot benchmark. The 100 companies that will be part of the pilot benchmark will be from the Extractive, Food and Beverage (with an agricultural supply chain), Apparel industries. The pilot ranking, including an interactive knowledge hub where all information will be published in November 2016. Further details about the CHRB are on [our website](http://business-humanrights.org/en/corporate-human-rights-benchmark)

**About the role**

The intern will work under the supervision of the CHRB Programme Manager but will also work closely with colleagues from the CHRB partner organizations including the Business and Human Rights Resource Centre, Institute of Human Rights and Business and EIRIS.

Tasks will focus on three areas: (1) communications, (2) programme implementation, and (3) research and analysis

In a small initiative like CHRB, the intern will have ample opportunity to learn and actively participate in various aspects of our work. The intern will be asked to assist in administrative tasks when necessary.

**Responsibilities**

As an intern, you will support the work of CHRB in three areas:

*1. Communications*

* Prepare project briefings
* Prepare communications for internal and external stakeholders
* Assist with outreach activities
* Support social media

*2. Project Implementation*

* Manage contact database
* Create working templates to support operational procedures
* Support in setting up operational processes

*3. Research and analysis*

* Report on developments in the field of responsible investment
* Assist investors’ engagement with the benchmark

# Person Specification:

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| **CRITERIA** | **STANDARD** |
| Education | Student or recent graduate of an undergraduate, graduate or postgraduate programme. Ideally this will be in business or a human rights related subject. |
| Language skills | Fluent English: reading/writing/speaking (Essential)  Excellent English spelling and proofreading skills (Essential) |
| Information technology skills | Proficient computer skills, including MS Word, Outlook and online research (Essential)  Familiarity with social media (Essential)  Familiarity with graphic design, HTML, CSS (Desirable)  [previous experience working on a website is not necessary] |
| Data input capacity | Ability & willingness to do large amount of routine data input on a daily basis to update systems & develop the contacts database (Essential)  Attention to detail & accuracy (Essential) |
| Communications Skills | Ability to communicate with external stakeholders on complex issues (Essential) |
| Project support | Experience providing support to projects at various stages – including building contact lists, pulling together & synthesising information, writing targeted briefings (Desirable) |
| Research & analytical skills | Ability to identify useful contacts and contact information (Essential)  Ability to search out & identify relevant articles & reports on the internet, to categorise & summarise them clearly & succinctly (Essential)  Academic or work experience involving online research (Desirable) |
| Self-initiative | Ability to use own initiative and to work independently (Essential)  Motivated by achieving results and completing tasks (Essential)  Ability to adjust work quickly & efficiently in response to feedback (Essential) |
| Team skills | Ability & willingness to work effectively as part of a small team (Essential) |
| Organizational skills | Ability to organise and prioritise own work (Essential) |
| International knowledge | Interest in international affairs (Essential)  General knowledge of international social & environmental issues (Desirable) |
| Commitment to human rights | Interest in & commitment to promoting human rights (Essential) |
| Impartiality & balance | Ability & willingness to present information objectively & impartially (Essential) |

**How to apply**

Interested candidates please send (1) a 1‐page cover letter highlighting why you want the internship and the appropriate skills and expertise you bring, and (2) a max 2‐page CV by e‐mail to [vicky.dodman@corporatebenchmark.org](mailto:vicky.dodman@corporatebenchmark.org)

Please insert “2016 Internship” in the email subject line.

CHRB appreciates diversity in the workplace. If qualified, we strongly encourage you to apply for the position.