

External Relations Internship

UNHCR, the UN Refugee Agency, is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. Every year, millions of men, women and children are forced to flee their homes to escape conflict and persecution. UNHCR's staff work in 130 countries around the world, from major capitals to remote and often dangerous locations, using their expertise to protect and care for millions of people. Wherever refugees arrive, UNHCR works closely with governments to ensure the 1951 Refugee Convention is honoured.

The ideal candidate for this position will be a recent graduate, with a demonstrable commitment to refugee issues. You should have a desire to develop skills and experience in media relations, communications and parliamentary affairs.

You should have the ability to maintain a high level of confidentiality at all times, and good interpersonal skills, flexibility and attention to detail are essential. Knowledge of parliamentary procedures and advocacy and/or a detailed knowledge of the UK media landscape and best practice in social media communication is an advantage.

Description of Internship in the External Relations Unit

Main function: Providing support to the External Relations Unit

Duration: Six months; Monday to Friday (9.00 – 5.30)

Location: London, UK

Contract: Internship

Key duties and responsibilities:

- Daily monitoring of the UK's print and online media, reporting on refugee and asylum matters and assisting in the preparation of material for the media.
- Responding to enquiries from the media and members of the public via email and telephone.
- Maintaining a database of media contacts.
- Monitoring Parliament, compiling daily Hansard reports of proceedings in the House of Commons and the House of Lords, and producing a daily briefing on relevant debates and reports.
- Maintaining a database of contacts for parliamentarians.
- Developing content for UNHCR UK's website and social media channels.
- Assisting with development and running of external relations events.

- Providing support to the daily running of the office and in particular the External Relations Unit, including administrative support.

Knowledge, experience, skills relevant for position:

- General computer skills (Word, Excel, PowerPoint).
- Experience of updating and managing organisational social media accounts, and websites.
- Strong verbal communication and writing skills in English.
- Experience and interest in organising and running events.
- Analytical and drafting skills.
- Good intercultural communication skills.
- Ability to work as part of a team.
- Knowledge of UK current affairs and political and media climate.

Graduates with a background in media, journalism, politics, international relations, development studies or other relevant disciplines are encouraged to apply.

Additional information

Please note an individual whose father, mother, son, daughter, brother or sister is a staff member of UNHCR, including a Temporary Appointment holder or a member of the Affiliate Workforce, is not eligible for an internship.

Interns who do not receive financial support from an outside party will receive a monthly allowance to help cover the cost of food, local transportation and living expenses.

Applications should be sent by email, with CV (no longer than two pages) and covering letter (no longer than one page) to: gbrloea@unhcr.org. Please indicate you are applying for the External Relations internship in the subject of the email.

The deadline for applications is **Midnight on Sunday 15th April**

Interviews will take place on **Thursday 26th April**

The start date will be **Tuesday 8th May**

For more information see www.unhcr.org.uk