

European Human Rights Advocacy Centre

Russian Speaking Internship in NGO Skills

The European Human Rights Advocacy Centre (EHRAC) is inviting applications from Russian speakers for a four-month internship placement (2-3 days per week). EHRAC is based within the School of Law at Middlesex University and operates as a non-governmental organisation (NGO).

EHRAC assists lawyers and NGOs from Russia, Ukraine and the South Caucasus taking cases to the European Court of Human Rights and provides training to build the capacity of the human rights communities. Issues tackled through our work include: violence against women, extrajudicial executions, torture, 'disappearances', freedom of expression, and discrimination, for example against LGBTI individuals. We have an exemplary record of bringing cases before the European Court, receiving worldwide media coverage from the likes of The Guardian and Newsweek for our landmark litigation work.

Postgraduate students and recent graduates are welcome to apply. Unfortunately we can only accept candidates who already have the right to work in the UK, as **we cannot facilitate visa applications**.

PLACEMENT DESCRIPTION:

The four-month internship placement will take place in EHRAC's offices in Middlesex University. Successful candidates will be required to carry out both substantive and administrative tasks relating to EHRAC's work.

TASKS WILL INCLUDE:

Administrative office tasks such as taking minutes, filing and assisting with organising events; writing case summaries and monitoring the Russian-speaking press and producing updates on coverage; translating correspondence between EHRAC staff and partners.

EHRAC maintains duplicate legal case files in London for all of our cases at the European Court. These files are in Russian and English, and maintaining them is critical to our work. In the first few weeks of any internship, learning how to maintain legal files will be a primary task, with additional duties being added according to the intern's interests and EHRAC's needs.

INTERN PROFILE (essential criteria):

- Professional standard oral and written communication skills (Russian)
- Excellent oral and written communication skills (English)
- Strong interest in human rights and/or the NGO sector
- Proven experience of administrative and organisational skills
- Competent in use of Microsoft Office applications (Word, Excel, etc.)
- Ability to use initiative, prioritise competing workloads and work independently
- Adaptable and flexible approach; willingness to be involved in all areas of EHRAC's work
- Commitment to 2-3 days per week for a minimum four-month period
- An **existing** right to live and work in the UK (**please provide proof**)

WHAT YOU WILL GAIN:

- Insight into how an NGO operates, including fundraising, administration and PR.
- Practical work experience in an NGO
- Opportunity to use your language skills and to learn about human rights in a dynamic office environment.

To apply, please send your CV and a covering letter with examples of how you match the intern profile and why you would be appropriate for this position to ehrac@mdx.ac.uk. **Please include proof of your right to work in the UK (passport or visa).**

Due to limited resources, only shortlisted candidates will be contacted, and invited for an interview and a short written assessment. **We will consider applications on a rolling basis until the vacancy is filled, as we would like the successful candidate to start as soon as possible.**