

Oak Foundation Human Rights Fellowship Programme

The [European Human Rights Advocacy Centre \(EHRAC\)](#) is inviting applications from graduates and post-graduates for a six-month paid human rights fellowship with the [Oak Foundation](#). It may be possible to extend the fellowship beyond six months, subject to review. The fellowship programme is administered by EHRAC, which has benefitted from the support of the Oak Foundation for over ten years.

The Oak Foundation was established in 1983 to address issues of global, social and environmental concerns, particularly those that have a major impact on the lives of the disadvantaged. The Oak Foundation comprises a group of philanthropic organisations based in various countries. It has made over 3,000 grants to not-for-profit organisations across the globe.

Placement Description

The fellowship will be based within the International Human Rights Programme (IHRP) team in the Oak Foundation offices in central London. Working closely with the Programme Director and Officers, the successful candidate will be required to carry out both substantive and administrative tasks relating to four core programme priorities:

- 1) ending impunity for the gross violations of human rights;
- 2) upholding prohibitions on arbitrary detention and torture;
- 3) protecting human rights defenders at risk; and
- 4) multiplying and amplifying influential voices on IHRP global priorities.

Typical tasks will include: assisting in drafting recommendations in relation to grant applications; assisting in monitoring and evaluating grant-holders across the Oak portfolio; recording meetings minutes; conducting routine correspondence with grantees and applicants; recording visits to projects; and administrative office tasks, such as scheduling appointments and assisting with filing.

Fellow Profile

This is an excellent opportunity to learn about international human rights in practice from within a global organisation. We are seeking exceptional candidates who are willing to commit to a six-month placement.

- You will be a recent graduate or postgraduate with a sound grounding in the field of human rights, international development, or a related field as a result of your studies or practical experience;
- You will have strong research and report writing skills;
- You will have an excellent standard of English, both written and spoken;
- You will be able to demonstrate your commitment to a career in human rights or international relations;
- You will have excellent oral and written communication skills, and strong administrative, organisational and time management skills;
- You will be able to use your initiative to prioritise competing workloads and work independently;

- You will be competent in use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint);
- You will already have the right to undertake a paid fellowship in the UK.

The successful candidate will work at the Oak Foundation's central London office for 4-5 days per week, from 9am to 5pm, negotiated according to need. It will be a six-month placement, with a possible extension, subject to review.

A stipend of £85 per day is available to cover travel expenses and living allowance.

To apply

Please send your application to ehrac@mdx.ac.uk, including:

- A CV of no more than three pages that includes your most relevant experience
- A covering letter explaining how you meet the fellowship profile and your motivations for applying
- Proof of eligibility to undertake a paid placement in the UK (scan of passport/visa/other documentation)

Please be aware that we cannot provide visa support for applicants. You must therefore already have the right to live and undertake a paid placement in the UK for the duration of the fellowship.

In order to receive your stipend, you must also be registered for [self-assessment](#) in the UK and have a unique taxpayer reference number. This is a simple online process that will only take a few days to be set up.

Key dates

The closing date for applications is **Wednesday 3 January 2018**. Applications received after this date cannot be considered. Long-listed candidates will be invited to a 1 day assessment in the w/c 22 January at EHRAC's offices in Hendon, London.

Shortlisted candidates will then be invited to attend an interview at the Oak Foundation offices in central London the w/c 29 January 2018.

We anticipate that the successful candidate will begin their fellowship in early February 2018.