

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.

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 five core programme priorities:

1. To close the impunity gap for gross violations of human rights by investigating and documenting gross abuses, holding abusers to account and seeking victim redress.
2. To uphold fundamental guarantees in international law which prohibit arbitrary detention and torture and ensure the observance of due process guarantees.
3. To ensure that LGBTIQ communities are free from discriminatory prosecution, persecution and violence.
4. To protect human rights defenders at risk, strengthen their capacity, combat closing civic space and build a strong and resilient human rights movement.
5. To build greater public and donor support for human rights.

Typical tasks will include: assisting in drafting recommendations in relation to grant applications; assisting in monitoring and evaluating grant-holders across the Oak portfolio; taking meetings minutes; conducting routine correspondence with grantees and applicants; helping prepare presentations and other communications materials 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 and enthusiastic candidates who are willing to commit to a six-month placement, with the possibility of an extension to be discussed during the placement itself.

- 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 analytical and critical thinking skills and will write clearly and concisely
- You will display intellectual curiosity, and will be a fast learner with demonstrated initiative;
- You will be able to demonstrate your commitment to a career in human rights or social justice;
- You will have excellent oral and written communication skills in English, 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 and have a UK National Insurance number, or would be able to apply for one.

The successful candidate will work at the Oak Foundation's central London office for 4-5 days per week (subject to Government Covid guidance). It will be a six-month placement, with a possible extension, subject to review.

A stipend of £100 per day is available.