

ABColumbia Research and Communications Internship

ABColumbia is looking for a dynamic person to work on issues related to human rights and development as part of the ABColumbia team. The person should either have experience of working on issues related to communications, human rights or development, or a degree in human rights, development or a related subject. They should be fluent in English and have an advanced level of Spanish, and be flexible and able to work well in a small team.

As ABColumbia intern, you would assist with carrying out research, editing the website and other communications work, the logistical planning and organisation of public events, meetings and human rights defender visits in the UK. In addition, you would be required to help manage information and undertake a range of administrative tasks.

About ABColumbia

ABColumbia is the advocacy project of a group of five leading UK and Irish organisations with programmes in Colombia: CAFOD, Christian Aid UKI, Oxfam GB, SCIAF and Trócaire. Amnesty International and Peace Brigades International are observer members.

Founded in 1997 to work on the question of forced internal displacement, it has since expanded its mandate to cover human rights and development. ABColumbia's purpose is to influence decision makers in the UK and Ireland and, through them, European level decision making - with a view to resolving the human rights and humanitarian crisis in Colombia and achieve a lasting peace and equitable and sustainable development. ABColumbia's thematic areas of work are: natural resources access and control; land and territory; conflict transformation and peace building; women and conflict-related sexual violence; and protection of defenders and their working space. For further information about our work please visit our website: www.abcolombia.org.uk

Tasks and Responsibilities

- Assist with research.
- Provide logistical support in the organisation of public and in-house events.
- Assist with publicity.
- Assist in drafting texts for ABColumbia's communications and advocacy work.

- Assist in maintaining databases of information and up-to-date research on the situation of human rights in Colombia.
- Read, monitor, filter and manage incoming information and news on Colombia in English and Spanish.
- Provide logistical support for visits to UK by representatives of Colombian civil society.
- Support the implementation of ABColombia's social media strategy: The intern will be using social media, update ABColombia's Twitter, Facebook and Instagram accounts, and contribute to the development of new social media strategies.
- Carry out on-going administrative tasks.
- Use and contribute to ABColombia office systems, including paper and computer filing systems.
- Provide other support to ABColombia where appropriate and agreed.

Skills Needed

- Ability to read and summarise information from a variety of sources (in English or Spanish)
- Research and organisational skills
- Good verbal and written communications skills in English and Spanish
- Self-motivated, and able to work independently while functioning well as a member of a small team
- Educated to degree level
- Good time-keeping
- Demonstrable understanding of human rights and development issues

Commitment

- Candidates must be in sympathy with the aims of the ABColombia Group.
- Candidates must be able to commit to a minimum of 6 months working 2 or 3 days a week.

This is an unpaid position based in our office near Waterloo in London. ABColombia will refund lunch and local travel up to a maximum of £10 per day. Any additional travel associated with the project will also be covered - provided it is agreed in advance.

How to apply

Please send a **CV** and **one page covering letter** detailing your suitability for the role to: abcolombia@abcolombia.org.uk by **30 September 2017**. Please include 'Research and Communications Internship' in the subject line. We would appreciate if you could indicate your availability in your application (number of days per week and preferred starting date).

Interviews with shortlisted candidates will be held in mid-October. The internship is likely to start on 1st November 2017 (negotiable).