

RESEARCH INTERN – Job Description

Inter Mediate

Inter Mediate is a London-based charity set up to promote dialogue between governments and insurgent groups with a view to reducing violent conflict and helping engender lasting peace agreements. Inter Mediate was set up by a group of the world's foremost negotiators and mediators. It is focused on tackling some of the most complex and entrenched conflicts across the globe.

Position Summary

This role offers an exciting opportunity to work with an organisation that is at the front-edge of practical conflict resolution work. This is an excellent opportunity for a talented graduate interested in international affairs and conflict resolution to be part of a small, committed and professional team. Applicants must be enthusiastic and have excellent research, writing and organisational skills. S/he should have a proven interest in international affairs, and preferably conflict resolution and/or mediation work.

Dates and duration

We are recruiting for a 6 month placement from Jan 1st to June 30th 2018.

Main Duties and Responsibilities

The Research Intern provides support to members of the Inter Mediate in the following areas:

- Assisting the team with research on existing and potential new Inter Mediate projects;
- Assisting with contact and information management;
- Assisting with drafting letters and briefings;
- Providing general logistical/organisational support to the team as required.

Qualifications and experience required

Essential:

- BA (or MA) in politics, international relations, history, development or other relevant degree;
- Demonstrable affinity with Inter Mediate's objectives;
- Excellent written and spoken English;
- Excellent research skills;
- Accuracy and an eye for detail;
- Discretion;
- Well-organised and efficient;
- Good team player;
- Flexible and keen to learn new skills.

Desirable:

- International relations, politics, history or social science-related intern/work experience; a second language.

Eligibility criteria and terms

- UK or EU university graduates and post-graduate students are welcome to apply;
- Non-EU candidates must present a visa that permits them to work in the UK;
- This internship is offered on a full time work basis (five days a week);
- The internship is paid.

How to Apply

Please read the job description above and send a **two page** CV, with a one page cover letter explaining why you meet the criteria, and a writing sample (500 words) to: recruitment@inter-mediate.org clearly stating "Research Intern Application" in the subject line.

Application deadline: 5pm, 24th November 2017

Interviews: Week commencing 4th December 2017.

NOTE: Only short-listed candidates will be contacted. No phone calls please.