

## **Terms of Reference:** Fall Internship Scheme: Advocacy and Campaigns Intern

**Background:** Justice Centre Hong Kong is a non-profit, human-rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, other people seeking protection and survivors of human trafficking and forced labour. As an intern, you will be at the heart of our Advocacy and Campaigns team and help in our mission to protect forced migrants. The position is ideal for someone looking to gain experience and pursue a career in human rights, public affairs and non-profit work. The ideal candidate will already have a sound understanding of policy and advocacy. You will report to the Advocacy and Campaigns Manager.

### **Responsibilities:**

- Assist in conducting a variety of research tasks and literature reviews related to human trafficking and refugee rights to support Justice Centre's policy work.
- Monitor the media and policy space and develop a mechanism to track trends in public discourse.
- Attend relevant meetings, LegCo Panels and other discussions as needed and communicate information to Justice Centre.
- Support Justice Centre's work to empower claimants to be their own advocates through Voices for Protection, and liaise with Voices participants and graduates as required.
- Assist in translation from English to Cantonese of Justice Centre policy-related materials and oversee translation work of Justice Centre Ambassadors Network
- Help with the dissemination of Justice Centre advocacy outputs.
- Provide input to Justice Centre's work-planning, events and activities, and other initiatives as required
- Assistance with some administrative tasks when needed.

### **Essential**

- Studying or graduate in law, social sciences, international development, public affairs or other relevant field.
- Strong desktop research and policy analysis skills.
- Passion and some knowledge of human rights, refugee law and/or human trafficking.
- Ability to multi-task, good organisational skills and initiative.
- Team spirit, flexibility, positive and professional attitude and respect for diversity
- English and Cantonese fluency.

### **Desirable**

- Experience working with vulnerable people
- Previous human rights policy experience
- Permission to volunteer in Hong Kong

Justice Centre's internship schemes are non-renumerated. The internship can be full-time or part-time, but a minimum of 15 to 20 hours a week is required during the Fall academic term, and a minimum duration of 3 months. Please send a resume, cover letter and writing sample to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) by August 15, 2016.