****

 **Policy & Research Intern – Role Description**

Together – Scottish Alliance for Children’s Rights

*Role:*  Policy and Research Intern

*Location:* Together, Princes House, 5 Shandwick Place, Edinburgh EH2 4RG

*Timings:* Ideal time commitment of at least one day a week (office hours) for 8 months.

*Start date:* March 2013

*Project Information:*

Together is an alliance of Scottish children's charities that works to improve the awareness, understanding and implementation of the United Nations Convention on the Rights of the Child (UNCRC).

We do this by:

* promoting the UN Convention on the Rights of the Child;
* helping children's organisations to integrate the UNCRC into their work;
* monitoring and reporting on the progress made at a Scottish and UK level.

Our growing membership is made up of a range of children's charities, from small local playgroups through to large international charities, alongside individuals, academics and professionals with an interest in children's rights.

Together’s annual ‘State of Children’s Rights’ report provides a non-governmental perspective on the progress made in Scotland towards implementing the UNCRC. It particularly looks at the progress made since the launch of the Scottish Government's UNCRC action plan, Do the Right Thing, in September 2009. Combining research, experience and data from Together’s members and supporters, it explores the key success and difficulties experienced in enabling children and young people to enjoy the rights enshrined in the UNCRC. It also provides recommendations as to how further progress can be made.

*Tasks & Responsibilities*

To support the National Development Officer in the production of Together’s 2013 ‘State of Children’s Rights’ report by:

* Assisting with the planning, administration & marketing of Together’s Spring seminar programme to consult with member organisations of the ‘State of Children’s Rights’.
* Assisting in the designing, develop and dissemination of an online questionnaire (using Survey Monkey) to consult with children’s organisations across Scotland;
* Collating and analysing data gathered from the online questionnaire;
* Conducting further research into specific areas of children’s rights and related policy;
* Assisting with work relating to policy development, lobbying, research and event organisation;
* Some administrative support as needed.

*Skills & Experience*

• Strong communication skills, both written and verbal and good interpersonal skills.

* Strong IT skills and proficiency in using Word and Excel.

• Able to read and understand complex documents.

• Ability to work independently and as part of a team.

• An interest in children’s rights and a commitment to social justice.

*Support/Intern Gains*

• Informative and structured induction to the role and organisation.

• Regular supervision with National Development Officer.

• Ongoing on the job training and access to relevant training.

• Travel expenses within Edinburgh are reimbursed.

• Lunch is reimbursed up to the value of £6.

*Recruitment Method*

CV and Covering Letter > Interview > References

*Applying for this role*

To apply for this volunteer opportunity, please send a covering letter and CV, which demonstrates why you are suitable for the role and shows that you have the required skills and experience. You may draw upon experience from paid work, study, community or voluntary work and leisure activities. Please send applications to:

E-mail: Juliet@togetherscotland.org.uk

Address: Together (Scottish Alliance for Children’s Rights)

Princes House

5 Shandwick Place

Edinburgh EH2 4RG

*Closing Date:* Monday 25th February2013 at 5pm

*Interviews:* 7th March 2013