



## GBI INTERNSHIP OPPORTUNITY

**Reporting directly to one of the GBI Directors, the role(s) will involve some or all of the following:**

- Assisting with planning and logistics for a GBI member peer learning meeting;
- Assisting with administrative tasks for GBI's engagement at the UN Annual Forum on Business and Human Rights in Geneva, November 2018;
- Highly accurate note-taking, synthesising and summarising information during calls and meetings;
- Research on company progress regarding business and human rights and other relevant issues;
- Research on key human rights issues and approaches to corporate implementation of respect for human rights in support of GBI's member peer learning programme;
- Attendance at meetings with GBI Directors;
- Potential for involvement in communications work, depending on previous experience;
- Ad hoc research, administrative, logistical and operational tasks as arise within the scope and time allocated to this opportunity.

There will be some scope to tailor the role around a successful candidate's skills and interests.

GBI is seeking one or two reliable, self-motivated, enthusiastic interns with excellent research, written and oral (and/or visual) communications, organisational and audio-typing skills. You should have a strong interest in international human rights issues, specifically in business and human rights and in working in the field of business and human rights, particularly with companies. The ability to work independently and remotely while functioning as a member of a small team is essential. **Flexibility to attend in-person meetings in Geneva for up to seven days from 24 to 31 November inclusive is essential.**

## THE ROLE

This role will be initially spread part-time over a 3-month period (including seven intensive days in Geneva). There may be opportunities for further engagement and development within the organisation.

- **The opportunity:** You will be trained, supervised and supported by GBI Directors and have opportunities to interact with GBI's members, advisors and Co-Chairs. Pending successful completion of induction with the organisation, you will have the opportunity to support and attend a two-day GBI member peer learning meeting and the UN Annual Forum on Business and Human Rights in Geneva in November 2018.
- **The salary:** All GBI internships are paid, and we pay our interns above the UK minimum wage.
- **Expenses:** All agreed travel costs, subsistence and expenses will be reimbursed.
- **Location:** Remote working, preferably based in London or Essex, UK. Use of own laptop essential.

**To apply:** Email [jo.reyes@gbihr.org](mailto:jo.reyes@gbihr.org) with a covering letter explaining your motivation and appending your CV by **no later than 17:00 BST on 25 August 2018**. If shortlisted, we will invite you for an in-person **interview in London during the week of 24 September 2018**. GBI is an equal opportunities employer.

## SPECIFICATION

CRITERIA	STANDARD
Research and analytical skills	<ul style="list-style-type: none"> <li>• Ability to search out and identify relevant articles &amp; reports on the internet, to categorise and summarise them clearly and succinctly (essential).</li> <li>• Academic or work experience involving online research (essential).</li> <li>• Ability to present information clearly, impartially and accurately.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Past experience working in or with the private sector (desirable).</li> </ul>
Strong note taking skills	<ul style="list-style-type: none"> <li>• Ability and willingness to take accurate notes at verbatim or near-verbatim level over extended periods (phone and in-person meetings).</li> </ul>
Language skills	<ul style="list-style-type: none"> <li>• Native or near-native English: reading/writing/speaking (essential).</li> <li>• Other language skills (useful but not essential).</li> </ul>
IT skills	<ul style="list-style-type: none"> <li>• Proficient computer skills, including Microsoft Word, Outlook and online research tools (essential).</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>• Ability to use own initiative and to work independently and remotely.</li> <li>• Ability and willingness to adjust work quickly and efficiently in response to feedback.</li> </ul>
Team skills	<ul style="list-style-type: none"> <li>• Ability and willingness to work effectively as part of a small team.</li> </ul>
Organisational skills	<ul style="list-style-type: none"> <li>• Experience of organising and prioritising own work.</li> <li>• Experience of logistics/event planning desirable.</li> </ul>
International knowledge	<ul style="list-style-type: none"> <li>• Interest in human rights, business and international affairs.</li> <li>• General knowledge of international social and environmental issues.</li> </ul>
Commitment to human rights	<ul style="list-style-type: none"> <li>• Interest in and commitment to human rights.</li> </ul>
Conflict of interest	<ul style="list-style-type: none"> <li>• No activities or membership/affiliation with organisations in conflict with the aims and objectives of GBI which may jeopardise its reputation, impartiality and independence (essential).</li> </ul>
Confidentiality	<ul style="list-style-type: none"> <li>• Commitment to confidentiality and willingness to sign a binding confidentiality agreement (essential).</li> </ul>

## ABOUT GBI

GBI is a unique business-led organisation committed to advancing respect for human rights through peer learning and by strengthening business practice. We do this by sharing leading practice, examining challenges and potential solutions, and ensuring our members have greater insight into emerging trends and issues.

GBI comprises a community of business practitioners from diverse business functions who are responsible for leading member companies' human rights journeys. We convene multiple times a year, in-person and remotely. And we regularly engage with representatives of other companies, governments and civil society so that members and the GBI team can add value to ongoing efforts to address governance gaps and advance business respect for human rights.

Our work to inform good practice, inspire corporate commitment and build capability to advance business respect for human rights builds on the UN Guiding Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises and other relevant international standards.

Visit [www.gbihr.org](http://www.gbihr.org) for more information.

