

## Job Description

| <b>Summary</b>   |   |
|--|---|
| Job Title  | Advocacy Intern   |
| Department   | Advocacy  |
| Location   | Head Office, Manchester, UK   |
| Job Type   | Full time   |
| Reporting To   | Legal Director  |
| Direct Reports   | None  |
| Job Purpose  | To advocate on behalf of victims for access to key services, to conduct research that will help the charity to champion the cause of victims and to support the work of the wider Advocacy and Survivor Support team. |
| <b>Duties &amp; Responsibilities</b>   |   |
| <p><b>Case Work</b></p> <ul style="list-style-type: none"> <li>• Attend with staff on survivor visits</li> <li>• Prepare letters/documents on behalf of survivors</li> <li>• Manage administration of case work</li> <li>• Respond to telephone enquiries from survivors or their case workers</li> <li>• Advocate with agencies on behalf of survivors (under supervision from Legal Director UK)</li> </ul> <p><b>Team Admin</b></p> <ul style="list-style-type: none"> <li>• Prepare and edit standard letters</li> <li>• Prepare and edit policy/compliance documents</li> <li>• Prepare leaflets/brochures for victims/CSR and Professionals</li> <li>• Proof and edit documents</li> <li>• Prepare and deliver talks as and when required</li> <li>• Assisting the Legal Director (UK)</li> </ul> <p><b>Research incl. Parliamentary Monitoring</b></p> <ul style="list-style-type: none"> <li>• Prepare briefing papers on legislative issues/policy</li> <li>• Summarise documents on legislation/policy</li> <li>• Update Legal Director (UK) on incoming papers/parliamentary questions</li> <li>• Prepare research papers based on case work</li> <li>• Prepare/source documents for other organisations on legal issues relating to victims</li> </ul> |   |

**Person Specification****Experience & Qualifications**

- Undergraduate legal degree or Diploma in Law
- High sense of professionalism and diligence
- Ability to work in a fast paced environment
- An experience in using the Internet as a daily research tool
- Knowledge of MS Office (IE Word, PowerPoint, Excel and Outlook) and interest and experience in using technology to improve work efficiency
- An interest and experience in interacting with all levels and departments within an organisation - to include working with several field offices, domestic and international
- Strong written and verbal communication skills
- Great sense of humour!

**Review**

|                |        |
|----------------|--------|
| Date Completed | 160706 |
| Version Number | 1.0    |
| Approved By    | COS    |