



INTERN, HANDBOOK ON MSEs & HUMAN RIGHTS PROJECT

Role Title	Intern, Handbook on Mega-Sporting Events and Human Rights Project	
Start Date:	25 April 2022	
Reporting to:	William Rook, Deputy Chief Executive and Daniela Heerdt, Research Officer.	
Location:	Home-based.	
Hours	20 hours per week. Flexible hours, some time working with European time zone essential.	
Salary:	Remuneration will meet the London Living Wage irrespective of location	
Contract:	6-month fixed term internship agreement. Fixed-term employment contracts may be offered to candidates based in the U.K. or Switzerland. Candidates based elsewhere will be contracted on a consultancy basis.	
Role purpose:	The intern will support the project coordination and editing of the handbook <i>“The Routledge Handbook on Mega-Sporting Events and Human Rights”</i>	
Alignment with the Centre’s mission:	The Routledge Handbook is an important project for the Centre for Sport and Human Rights in fulfilling our role to promote thought leadership in sport and human rights, and represents an opportunity to consolidate much of the collective learning many of us have been involved in since 2015 as the Mega-Sporting Events Platform for Human Rights, and additional expertise from those working across the field.	
Key relationships:	Directly with Line Managers, liaising throughout the team.	
Key responsibilities:	<p>Include, but not limited to:</p> <ol style="list-style-type: none"> 1. Support the review and editing process for the handbook. 2. Organize a peer-review workshop for all authors. 3. Manage author relationships. 4. Support the editing team with other tasks related to the handbook. 5. Ad hoc research and literature review to support feedback to authors. 	
Expected impact of role:	<ul style="list-style-type: none"> - Greater capacity for the editing team - Greater ability to stick to planned timeframe for the project 	
Person specification:	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Master’s degree in sport and/or human rights and/or literary studies 	<ul style="list-style-type: none"> - Further degree or qualification in sport and/or human rights and or literary studies
Experience:	<ul style="list-style-type: none"> - Familiar with the process of editing a book - Experience with organizing (academic) conferences or events 	<ul style="list-style-type: none"> - Working in an international environment and on an international level - Understand the human rights challenges in the world of sport
Knowledge and skills:	<ul style="list-style-type: none"> - Excellent English communication and writing skills - Good organizational skills 	<ul style="list-style-type: none"> - Good research skills - Some book writing experience

		<ul style="list-style-type: none"> - Experience with reviewing texts - Editing experience
Required attitude	<p>We are:</p> <ul style="list-style-type: none"> - People-focused (supportive, inclusive, helpful and curious) - Impact-oriented (purpose driven, collaborative, and ambitious) - Solutions-based (pragmatic, creative, and innovative) <p>We believe in our mission and work hard to pursue it. We are a small team, working internationally, and seek pragmatic, hands-on, and positive-minded colleagues to join us in this mission.</p> <p>You will be committed to our mission of promoting human rights in sport and to contributing to a positive and collaborative working environment in which high standards of governance and operations management are maintained. You will be proactive, able to manage your own workload.</p>	
Inclusion and diversity:	<p>We work hard to create and maintain a positive internal environment with a team that is open, supportive and encourages collaboration, including a commitment to inclusion and diversity at all levels. We will consider qualified candidates without regard to age, disability status, ethnicity, gender, national origin, pregnancy, race, religion, sex, sexual orientation, socioeconomic status or any characteristic protected by law, and value candidates with varied experiences who can bring a new perspectives and outlooks to our work.</p> <p>At CSHR we believe we need to keep children and vulnerable adults safe. Selected candidates will be expected to adhere to our standards. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.</p>	
Application process:	<p>If you are interested in this position, please fill out this form.</p> <p>Closing date for applications: Wednesday 30 March 2022 at 22:59 BST (London) / 23:59 CET (Geneva).</p> <p>Interviews will be conducted via Zoom on 11 April 2022.</p> <p>For additional information about this position, please contact Daniela Heerd, Project Officer, at daniela.heerd@sporthumanrights.org</p> <p><i><u>Note:</u> Applications from unsuccessful candidates will be held on file for 6 months after the end of the recruitment process.</i></p>	