



JOB DESCRIPTION AND PERSON SPECIFICATION

The British Union for the Abolition of Vivisection (BUAV) is one of the world's leading anti-vivisection campaigning organisations. Our vision is to create a world in which no one wants or believes we need to experiment on animals. To achieve this we are dedicated to using all peaceful means possible to raise awareness, expose the reality of animal experimentation and create meaningful changes in policy while defending the rights of animals and the wellbeing of people.

Through hard-hitting undercover investigations, media activities, policy development, political lobbying, promotion of cruelty-free products, legal and scientific expertise and quality educational and information materials, the BUAV aims to spread its campaign message to as wide and diverse an audience as possible.

VACANCY DETAILS

Job Title: Intern - International Development Project Researcher

Location: Highbury, London N7

Duration: April – July 2010

Reporting to: European Coalition Coordinator

Benefits:

- Generous subsistence allowance
- Underground Tube pass (zones 1 – 6) for duration of role
- Flexible working hours

ADDITIONAL INFORMATION

- Application by completed application form only
- Closing date: **10am on 29th March 2010**

SUMMARY OF POST

Responsible for the delivery of an international research project on animal testing in conjunction with the European Coalition Coordinator, you will require excellent IT skills and the proven ability to perform detailed desktop research and analysis across a number of disciplines.

Your strong research and organisational skills will enable you to play a major part in the formative stages of this exciting new project, and will make a significant contribution to the organisation's vision to create a world where nobody wants or believes we need to experiment on animals.

With an eye for detail and excellent report writing skills, you will compile a detailed dossier and present your report to colleagues at the highest level.

Working for an energetic and vibrant organisation at the cutting edge of animal protection, this internship will provide you with excellent experience for future work in the sector.

JOB DESCRIPTION

1. To carry out extensive desktop research on the status of animal experimentation across the world
2. To produce background briefings on countries throughout the world, identifying basic demographics, political, economic and legislative background, and key cultural indicators
3. To collate research into easily digestible formats and produce a comprehensive written report with appropriate recommendations for colleagues at the highest level
4. To provide administrative support to assist with the delivery of the BUAV's international partnership work
5. At the request of the European Coalition Coordinator, to undertake any other duties consistent with this task and provide assistance with other related areas of work as required

PERSON SPECIFICATION

Essential Criteria	Expertise/Competence/Skills
	<ol style="list-style-type: none">1. Demonstrable research and analytical skills and the ability to draft briefings and reports2. Excellent attention to detail, thorough and resourceful with the aptitude to overcome obstacles with a can-do approach3. An ability to work well both within a team and individually

4. Excellent interpersonal skills, including the ability to build and maintain positive and productive relationships with colleagues
5. First class written and verbal presentations skills
6. Strong and proven organisational skills with the ability to prioritise workloads to meet conflicting deadlines
7. Excellent IT skills including Word, Excel, email and internet
8. Ability to work in a politically impartial environment

Qualifications (IT/Academic/Vocational)

9. Educated to degree standard or equivalent
10. Knowledge of the issues affecting the BUAV as a small, voluntary organisation working to create a world where nobody wants or believes we need to experiment on animals

Experience

11. Carrying out extensive internet based research and analysing findings
12. Presenting information in a clear and concise way
13. Writing reports for others

Specific Qualities (e.g. attitudes)

14. A positive and flexible approach to work
15. Commitment to animal welfare and the aims and objectives of the BUAV