



Application for internship – Campaigns intern

Thank you for enquiring about this post. Please read these introductory pages very carefully before proceeding. If you then want to apply for this internship, please do the following: prepare a typed CV (max. three pages A4) with a recent passport-size photo gummed or stapled to the top-right corner of the first page; write a one-page covering letter, typed or in your own hand; complete the application form (typed or written); staple these items together (in the order given) in the top-left corner. Send them (unfolded) to: Campaigns applications, Survival, 6 Charterhouse Buildings, London EC1M 7ET. Please do not phone, fax or email us unless absolutely necessary.

Our recruitment procedure requires a good deal of your time and effort, but we must narrow the field only to those who both really want this position and who are suitable. We normally receive a large number of applications, and select a few for interview at Charterhouse Buildings. If you are selected, we will let you know the date and time. (Please do not telephone). Interview times cannot normally be altered. If matters of life or death prevent you from attending, and you wish to pursue the application, then you should phone Clara Braggio straight away on 020 7687 8700 and we will do our best to help. Similarly, if plans change at our end, we will contact you by phone. If you wish to withdraw your application, we would be very grateful if you would phone, fax, or email to let us know. You should allow up to three hours for an interview (though it will probably be less). Some interviews will include tests. A handful of people may be invited to a second interview. As a charity, we are unfortunately unable to cover your expenses.

If you wish, you may bring material to show the interviewers, but we are unfortunately unable to return anything you leave with them (including your application form). We would also ask you to note that Survival does not enter into communication about why candidates have not been selected.

Survival is the world's foremost organisation dedicated to tribal peoples' rights. It works to very limited budgets and has about 19 paid staff in its London office. Successful applicants must get on with a small but extremely efficient and dedicated team of professionals. You must be motivated by Survival's aims and sincerely believe in the importance of fighting for tribal peoples' rights. If you do not, it is most unlikely that you will be fulfilled in this work. Working at Survival is an interesting and varied vocation which will be hard work, challenging, often frustrating, and extremely rewarding.

The campaigns department currently consists of seven members of staff who are collectively responsible for researching and promoting Survival's campaigns worldwide. Such campaigning can take many forms, almost all of which involve mobilising public opinion, and Survival is constantly seeking new and innovative ways to campaign. We seek publicity for our cases; lobby governments, companies and international institutions; publish bulletins and reports; organise vigils, demonstrations and letter-writing campaigns, assist tribal organisations, and arrange visits of tribal representatives. The campaigns department is also responsible for promoting Survival's general message – the right of tribal peoples to live as they wish on their own lands.

Each campaigner takes responsibility for individual cases, and all collaborate on the most important campaigns. Their work includes: research into human rights abuses being committed against tribal peoples (both from the office using our network of contacts, and by personal visits to tribal communities); proposing cases to take up and formulating campaign strategies; writing campaigns materials; organising public meetings and giving interviews. Survival tends to focus on the most isolated tribal peoples: those most in need of outside help, and who are least able to defend their rights for themselves.

The campaigns intern will help the campaigners in all aspects of their work. This includes, but is not limited to: sending out press releases and liaising with journalists and film-makers; devising new ways of publicising Survival's campaigns; filing; secretarial work; research; liaising with tribal people; helping organise demonstrations and vigils; helping organise campaigners' field trips.

In addition to his/her specific job, the successful candidate will happily take his/her turn at making tea, moving boxes, putting up shelves and other, often 'manual', tasks not necessarily directly related to the posts, including providing occasional cover on reception.

You must have a very good eye for detail, and be both meticulous and very well organised. We must stress that this position requires a wide range of skills, such as competent numeracy (you should be able to work out percentages, unit costs etc.), strategic sense, confidence in front of a microphone or TV camera, ability to work calmly under pressure, and, in particular, a very high standard of English. You must be able to write well, using an appropriate tone and with correct punctuation and grammar. We labour this point because we have recently had job applicants claiming excellent English who misspelled 'grammar' in one application and 'writing' in another (one had a degree in English). Candidates may be tested and we would urge those who do not fulfil this criterion not to pursue their application. Experience of tribal peoples, whilst desirable, is not essential. A deep understanding of, and feel for, the issues is very important, as is an absolute dedication to what Survival stands for. Languages (especially Spanish, Portuguese and French) are a distinct advantage.

If you believe you can both fulfil and enjoy fulfilling this role to a very high standard, and you wish to apply, then please complete the following form as succinctly (and as

frankly!) as you can. Please type or write clearly, directly onto the form, in black as it will be photocopied. Do not use additional sheets, and use only the space allocated to each answer without trying to cram too much in. If you have long answers, then précis them! Some answers may repeat information already on your CV, but please complete the form in full anyway. If you do not wish to answer any question or if it is not applicable, please explain why.

Some of the questions are deliberately vague, open-ended or even fantastical; almost none have 'correct' answers: we want to see what you think and how you present it. The form itself should be an example of your best work. We advise you to be straightforward about your replies and not to ponder them too deeply. The form is not 'marked', but it does give us a good idea of who you are. Fill in the form yourself and present yourself, not what you think we might want – you might be wrong! Please have a look at any Survival material you are sent: if we invite you to an interview we will be asking you to comment on it.

Of course, all information you give will be treated with the strictest confidence. Unfortunately we are unable to return this form, or any other material you, give or send, to us. We will be offering the successful candidate an 11-month internship, on a salary of £11,000 pro rata. If you are not happy with these terms, we would urge you to think very carefully before continuing with your application.

We need hard-working, intelligent and straightforward people who are efficient, learn fast, get on with the job without being told to, but who know when to seek advice or clearance, people who can fit in easily, but who are happy to work largely on their own, people with their own ideas but who are equally able to focus on and support those of others. In general, we are less impressed with formal qualifications than with individual ability, desire to learn and a real commitment to help us continue building this organisation.

Successful candidates will become an integral part of the world's leading tribal peoples' rights team. If you fit the bill, we want you with us, so we wish you the best of luck!