Role Description and Person Specification

Research and Policy Intern – Remote Control Project

The Remote Control Project examines changes in military engagement, bringing together those who are looking at different aspects of new military trends. Our focus is on remote warfare – the Western shift away from large boots on the ground deployments to counter groups like ISIS, al-Qaeda, Boko Haram and al-Shabaab.

We analyse light-footprint forms of engagement involving special forces, airpower, intelligence-sharing and partnering with local forces who are fighting on the frontlines of the war on terror. We have a small research and policy team focussed on generating a deeper understanding of these topics, acting as an information resource for policy and decision-makers.

Our current research and policy work focusses on the British defence and security environment, but we also look at the UK in its international context. The main theme that the post-holder will be working on will be transparency and accountability, specifically through our work-streams on special forces oversight and defence spending.

Job Title: Research and Policy Intern

Reporting to: Director of the Remote Control Project

The Role: The job-holder will support our research and policy work on transparency and accountability by conducting original research, writing case studies for a policy audience, analysing and visualising data, and contributing to our blog site. Their work will support our engagement with Parliament, Whitehall, and the academic and expert communities.

About us: Remote Control is a project of the Network for Social Change, a group of individuals providing funding for progressive social change, particularly in the areas of justice, peace and the environment. The Remote Control Project is hosted in London by Oxford Research Group (ORG), a leading independent 'think-and-action-tank' which has been influential for more than 30 years in pioneering sustainable approaches to security.

Location: The post will be based at our office in London, which is currently near Old Street tube station (Oxford Research Group, Development House, 56-64 Leonard Street, EC2A 4LT)

Hours: 2-3 days a week. Can be flexible to fit around studying or other commitments. (7.5 hours is equivalent to one working day)

Salary: London Living Wage – currently £9.75 per hour

Duration: Fixed term contract for one year with the possibility of extension and increase in hours

How to Apply: Please send your CV of no more than two pages and covering letter of no more than one page (both in Calibri font 11) by **12pm (London time) on the 27th of November**, showing how you fit the person specification and why you want to work for the Remote Control Project to Emily Knowles (emily@remotecontrolproject.org) Please put **"RP Intern"** in the subject box of your email.

Interviews: Will be held on **the 11ᵗʰ of December** at the ORG office in London. It is possible to hold your interview via phone or Skype.

Eligibility: Please note you must be eligible to work in the UK in order to apply. Only shortlisted candidates will be contacted. If you have not been contacted by the 15ᵗʰ of December we regret that you have not been successful in reaching interview stage.

Role Description

The duties for the role include but are not limited to:
1. Conducting original research on topics relevant to our work on transparency and accountability, e.g. special forces oversight, defence expenditure on remote warfare, defence and security policy.
2. Gathering, analysing, and visualising data to support our research outputs and policy briefings.
3. Writing case studies for a policy audience and conducting pieces of policy analysis.
4. Contributing articles for our blog that link our research and policy work to current events.
5. Supporting the distribution of our research and analysis, e.g. adding our work to Wikipedia and other knowledge-sharing platforms, maintaining good contacts with student societies and university course coordinators, preparing slides and course materials.
6. As a committed and enthusiastic team-member, performing other duties and tasks as necessary to support the work of the project.

Person Specification

Criteria	Description	Requirement
Education and Qualifications	A Bachelor's degree in a relevant discipline or sufficient relevant work experience	Essential
Experience	Demonstrated interest in defence and security/international relations/international development	Essential
	Experience of working in a public policy environment, within parliament, or in a think-tank or research organisation	Desirable
	Experience of writing for a policy audience	Desirable
	Experience of writing for a professional or academic audience	Desirable
	Experience working with data	Desirable
Skills, Abilities and Knowledge	Fluency in spoken and written English at the level of a native speaker	Essential
	Good written and oral communication and the ability to write for different audiences	Essential
	Demonstrated ability to think creatively	Essential
	Excellent organisational skills; ability to plan and organise work within tight timescales and manage priorities	Essential
	Sound IT skills, including a working knowledge of Word, Excel and Powerpoint	Essential

	Knowledge of an additional European language	Desirable