

Job Description: Trinity Employability Intern



Summary:

The Irish Refugee Council are seeking a committed Trinity student to be an intern with the organisation as part of the Trinity Employability Award. This is an exciting opportunity to work inside a service and advocacy NGO assisting people seeking protection in Ireland. The successful candidate will be given an insight in to the different areas of the organisation's work.

Role description:

Main Responsibilities include:

- Undertaking research on country of origin information and legal issues.
- Answering telephone calls from people seeking protection and other stakeholders.
- Participate in all team meet and programme meetings and external meetings.
- Troubleshoot and problem solve issues as they arise.
- In agreement with the organisation's CEO, the candidate will be able to identify a particular area of interest to focus on during the programme.

Person specification:

- Demonstrable interest in working with people seeking protection or other relevant experience.
- Good organisation and record keeping skills.
- Proven examples of resolving complex problems.
- Good computer skills with competence in using email, Microsoft Office in particular Excel.
- Excellent communication skills: verbal, written, report writing, presentation.
- We particularly welcome applications from people from a migrant or refugee background, lone parents, Travellers and people with disabilities.

Application process:

- Eligible participants for Level 3 of the Employability Award – Social Action Pathway will be invited to submit an application after Level 2 submissions are assessed.
- After this invitation is received, please submit your CV and cover letter addressed to Nick Henderson, CEO, IRC to recruitment@irishrefugeecouncil.ie by **Monday, 30th November**.
- Shortlisted candidates will be interviewed in week commencing 7th December, date TBC.

Terms and conditions:

- 5 days a week 10am – 4pm for one month between January and July 2021. Flexible working times and hours are welcomed.
- Based in the IRC office at 37 Killarney Street, Dublin 1 if Covid-19 guidelines permit, otherwise working from home.
- Salary: stipend