



Irish Penal Reform Trust – Internship Policy and Guidelines

The Irish Penal Reform Trust (IPRT) is Ireland's leading non-governmental organization campaigning for the rights of everyone in the penal system and the progressive reform of Irish penal policy. Now in existence for over 15 years, IPRT has a well-established role as an *independent* voice in public debate on the nature of imprisonment in Ireland. In our work, we focus on the use of imprisonment; the use of alternatives to detention and diversion; and the treatment of those in detention.

IPRT is committed to reducing imprisonment, respecting the rights of everyone in the penal system and progressive reform of the penal system based on evidence-led policies. IPRT works towards these goals through research, raising awareness, building alliances and growing our organization.

IPRT is committed to offering internship and summer placement opportunities to students and practitioners interested in, and wanting to contribute to, the work of IPRT. We offer internship opportunities throughout the year to support our research and policy, as well as communications and campaigns activities.

Internships with IPRT are offered for **5 months**: February to June and September to January. Shorter placements may also be offered in some circumstances, for instance where a placement can be linked to a specific project within IPRT. *These are advertised separately from main calls for applications.* We occasionally offer summer placements for two months only in July/August.

Internships are unpaid, and it is important to note that IPRT is not in a position to contribute to interns' costs of living or accommodation in Dublin. Due to the limitations on staff time and office facilities, we are only able to offer 2 placements at any given time. Below you will find detailed information about our internship programmes.

Internship programmes:

1. IPRT offers two internship programmes: research and policy internship; and campaigns and communications internship.
2. The research and policy internship is managed by IPRT's Research and Policy Officer (RPO) who is responsible for the implementation of the Trust's strategic goals in this area. The RPO will set out the internship plan for the successful candidate, and is responsible for the induction and the day-to-day work with the intern. Usually, you will be asked to work on one of the current research projects, as well as supporting the writing and publication of IPRT's policy papers and preparing briefings on current issues pertaining to penal reform in Ireland. Please check IPRT's research schedule on www.iprt.ie Tasks during the internship may include: conducting in-depth research to assist in the preparation of research papers; collating and reviewing available

literature for research projects and policy papers; attending and reporting on relevant events such as conferences and seminars.

3. The campaigns and communications internship is managed by IPRT's Campaigns and Communications Officer (CCO) who is responsible for the implementation of IPRT's strategic goals in this area. Similarly to the research and policy internship, the CCO will set out the internship plan for the successful candidate, and is responsible for the induction and the day-to-day work with the intern. Usually, you will be asked to assist in the organisation and running of current campaigns and other awareness-raising activities around issues relating to Irish penal policy and to the work of the IPRT. Tasks during the internship may include: monitoring of media on a regular basis; preparation of IPRT publications, including campaign materials; website content management; assisting in organisation of events; co-ordination of student membership recruitment.
4. All areas of IPRT's work are interconnected so please note that regardless of which programme you are assigned to, you may occasionally be required to work with both the RPO and CCO, for example on a launch of a research publication or on preparation of materials for IPRT's website. You may also be asked to support the administrative and other work of IPRT as required.
5. You will normally be required to work 17 hours a week, usually over 2.5 days. Other arrangements will be considered, particularly to avoid any negative impact on your obligations in relation to any studies.

Internship programmes – dates:

1. Call for applications are issued twice a year. **Deadlines will usually be end May and end November.** Please note that we will not consider any applications for internships received outside those dates. Due to high volume of applications, late applications will not be considered.
2. Decisions on internship applications will generally be made at least a month before the start of the programme, and communicated to the successful candidates in order to facilitate the applicants in making the necessary arrangements before the start of the programme. **NB: Please note that if you need to arrange for a visa to enter Ireland for your summer placement, you need to let us know at the time of application how much time is required for you to arrange it. Based on the information you give us, we may be able to facilitate an earlier response to your internship application.**
3. Unsuccessful applicants will also be informed about the outcome of the selection process, with an invitation to apply for the following internship date.

Summer placements:

1. Summer placements may also be offered to support IPRT's research and policy function, as well as communications and campaigns function.
2. Summer placements will essentially mirror the internship programmes in relation to tasks, etc. but will be offered on a short-term basis.

Essential criteria for all candidates:

1. Completed third-level studies and/or substantial experience (voluntary or otherwise) in an area relevant to IPRT's work and/or the aims of the internship programme (i.e. law, criminology, sociology, social policy, human rights, media studies, communications studies);
2. Some experience of work in a professional environment;
3. Demonstrated interest in penal policy or other areas relevant to IPRT's work;
4. Demonstrated ability to work as part of a small team, as well as on own initiative;
5. Good grounding in essential office IT skills;
6. Respect for the values and mission of IPRT.

Desirable criteria for all candidates:

1. On-going or completed postgraduate studies in an area relevant to IPRT's work and/or the aims of the internship programme (i.e. law, criminology, sociology, social policy, human rights, media studies, communications studies);
2. Experience of conducting research in areas relevant to IPRT's work and/or experience in campaigning in areas relevant to IPRT's work;
3. Knowledge of international human rights standards.

Application procedure:

1. IPRT will advertise internship and summer placement opportunities on its website, via Facebook and Twitter as well as other media such as our e-Bulletin and newsletters of other organizations.
2. To apply for an internship or summer placement with IPRT, please submit the **completed application form** (this can be downloaded from our website), **together with your CV** to info@iprt.ie

Please note that documents submitted in other formats will not normally be considered. If for reasons of, for example, a disability you require the application form in another format, please contact info@iprt.ie or phone +353 (0) 1 874 1400 to arrange.

3. Please make sure to indicate which programme/function you are interested in (research and policy or campaigns and communications; you can also indicate your interest in both;
4. Please make sure that you indicate your availability on the form;

5. Decisions about internships will be made on the basis of assessment of the application and short interview. Following receipt by the IPRT of the completed application and all of the documents referred to in point 1, candidates will be assessed as to whether they meet the essential criteria and any additional criteria as outlined above. IPRT will contact shortlisted candidates to arrange an interview. Interviews will normally be in person; phone interviews may be arranged if required (for instance, if the applicant does not live in Ireland).

Important information

1. IPRT is a small organization and therefore normally requires assistance from interns who can be available for not less than 3 months (unless on the summer placement or a short-term internship linked to specific project, which may be shorter). Applicants available for the full 5 months will be given preference.
2. IPRT's internship programmes are unpaid and IPRT is currently not in a position to contribute to costs of living and accommodation in Dublin. IPRT will cover necessary expenses incurred in the course of duties undertaken on behalf of the IPRT (such as costs of transport to meetings, necessary conference fees, etc.)
3. Applicants must be legally entitled to be resident in Ireland for the duration of any internship or summer placement. Please note that applicants will be responsible for obtaining visas or other documentation in this regard and IPRT will not cover the costs of visas or any other official documentation required for the applicant to be legally resident in Ireland for the duration of the internship.
4. Successful applicants will be required to agree to abide by IPRT's confidentiality policy, the Code of Conduct for Staff, and other relevant policies.

Contact IPRT:

If you would like to express your interest in applying for any of the above programmes or placements, or should you have any questions, please contact info@iprt.ie or call +353 (1) 874 1400