



Information Centre about Asylum and Refugees (ICAR)

The Information Centre about Asylum and Refugees (ICAR) in the UK is an academic research and information organisation in the School of Social Sciences at City University, London. ICAR aims to raise the level of public debate and understanding of asylum in the UK and to encourage evidence-based policy making. For more information please see www.icar.org.uk

2 Internship Vacancies - Research assistant, Researching Asylum in London (RAL)

ICAR is seeking to recruit two interns to assist with the Researching Asylum in London (RAL) project. RAL will be a web resource for researchers, policy makers and service providers in the voluntary and statutory sectors including a comprehensive database of research on refugee and asylum issues in the capital. For further information on the Researching Asylum in London (RAL) project please see <http://www.icar.org.uk/?lid=5919>. We are a small friendly team offering the opportunity to contribute to an exciting new project which we hope will provide valuable knowledge and work experience. We guarantee references at the end of the agreed internship period.

Main duties and responsibilities

- Assisting with the development of a methodology for identifying and locating relevant research on refugee and asylum issues in London
- Summarising research and obtaining summaries from authors
- Assisting with planning and advisory meetings
- Contributing to a primary research project which will involve interviewing service providers in the refugee sector in London
- Contributing to discussions on the development of the web-site and database

Person specification

- Educated to degree level or equivalent
- Excellent research and writing skills
- Experience of liaison with a wide variety of organisations and individuals in a professional capacity
- Fluency in written English
- Attention to detail
- Ability to work to tight deadlines
- Ability to manage work schedules and work without direct supervision
- Self motivated, enthusiastic and flexible approach
- Confidence in using Microsoft Word, Excel the Internet and web-based resources
- Interest in UK refugee and asylum issues



Time scale

The internships will start in September and will run until Christmas. Interns must commit to working the equivalent of two days a week.

Salary

The internship is unpaid, but travel expenses (up to zone 6) and lunch costs (up to £5 a day) will be reimbursed.

To apply, please send a current CV and cover letter by e-mail to jonathan.price@city.ac.uk or by post to:

Jonathan Price
ICAR
School of Social Sciences
City University
Northampton Square
London
EC1V 0HB

The deadline for the application is the 18th of August, 2006.