

## **Cultúr Migrant Centre: Research and Policy Intern** **(<https://www.activelink.ie/node/112820>)**



### **Role Description**

- To work on the delivery of a specific number of research projects using appropriate and creative methodologies to design research projects using quantitative and qualitative methods
- Flexible Work hours

### **Main Tasks and Activities**

- Discussing and agreeing project requirements with the organisation and those linked to the organisation e.g. migrants, community, voluntary and statutory agencies
- Drafting research specifications and agreeing the terms of reference for research with interested parties;
- Tendering for research contracts over the course of the internship
- Working with the organisation's team members in creating draft research instruments, such as questionnaires, carrying out surveys, organisation of interviews, conducting case studies,
- working in close partnership with a range of actors, including government analysts, and policy colleagues during the course of the research;
- Conducting then analysing, in-depth interviews with migrants and other data sets;
- Collating and editing draft reports;
- Ensuring that research is conducted within a set time frame to meet policy requirements;
- Ensuring quality control of research in conjunction with the project manager;
- Providing information and analysis on a policy issue and its development in conjunction with other team members;
- Providing information on what research is already available in a policy area relating to migrants, racism, inequalities and social exclusion;
- Producing both written and oral briefs in conjunction with other team members for the organisation and ministers, based on reviews of research evidence for policy development;
- Delivering presentations at conferences and other events with other team members relevant to the research projects undertaken
- Keeping up to date with developments in policy and social issues, as well as qualitative and quantitative research methods;

### **Skills and qualities required**

- An interest in social issues including migration, equality and human rights
- A thorough methodical approach to work and commitment to high quality research
- Good communication and interpersonal skills to gather information from people.
- Ability to explain findings clearly, both verbally and in written reports to a wide range of audiences
- Ability to work to deadlines
- Ability to work collaboratively and as part of a team
- Meticulous planning skills and self motivation.

### **SUPPORT:**

- The intern will be responsible to Cultúr's Programme Manager for supervision; however, they will link with other workers in the organisation who they will work with on specific initiatives.

## **BENEFITS:**

- The Intern will be fully supported to carry out the role.
- The intern will gain excellent work experience
- Free additional training will be made available where possible and suitable on migrant related issues

## **APPLICATION PROCESS:**

To apply for this position, please send your CV and Cover Letter by email for the attention of [tinu@cultur.ie](mailto:tinu@cultur.ie) (<mailto:tinu@cultur.ie>). The closing date for application is the 24th January 2025. To access more information on the work of Cultúr go to [www.cultur.ie](http://www.cultur.ie) (<http://www.cultur.ie/>)

### **Region**

Co Meath

### **Date Entered/Updated**

19th Dec, 2024

### **Expiry Date**

24th Jan, 2025

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