

## JOB DESCRIPTION – EXTREMISM INTERN

<b>Role</b>	Extremism Intern		
<b>Reports to</b>	Senior Policy and Research Manager	<b>Direct reports</b>	N/A
<b>Budgetary responsibility</b>	None	<b>Resource responsibility</b>	None
<b>Safeguarding</b>	None	<b>Key relationships</b>	Senior Policy and Research Manager, wider UK extremism team
<b>Contract</b>	Full-time, 6 month fixed-term contract	<b>Location</b>	London, Hybrid or UK Remote
<b>Salary</b>	London Living Wage (£14.80 per hour)	<b>Level</b>	Level 8

### About ISD

ISD is a think and do tank that works globally to safeguard public safety, national security, human rights and democracy in the digital age. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Paris and Washington DC.

ISD is at the forefront of analyzing and delivering solutions to these hybridized threats. For over 15 years, our global team of researchers, analysts, policy experts, frontline practitioners, technologists and activists have kept ISD's work ahead of the curve on the fast-evolving spectrum of digital threats to democracy. We have innovated and scaled sector leading policy and operational programs – on and offline - to push back the forces threatening human rights and cohesion around the world today.

We partner with governments, cities, businesses and communities to turn cutting-edge data and insight into action; trialing and delivering evidence-based solutions across society; and empowering those that can impact positive change at scale. Our research also shapes and informs our education and civic action programs as well as the training and policy support we provide to central and local governments, frontline practitioners, companies and international organizations.

### Role Purpose

The Intern will support ISD's established UK extremism team, providing research, policy analysis, and programming support across our extremism portfolio. They will be incorporated into a diverse range of projects, supporting the team in conducting background research, drafting reports, and providing logistical support to the delivery of programmes and events. The intern will likely be involved in supporting research, analysis, and programming on topics including:

- Evolving extremism threats
- Online radicalisation
- Terrorism and extremism policy

## Responsibilities

- **Background research and drafting materials (40%)**
  - Assist in drafting concept papers, background materials for research and project materials.
  - Assist in relevant research activities, including coding of online text content or analysis of online datasets where deemed appropriate.
  - Where feasible, contribute to translating documents from local languages to English.
- **Logistical support (30%)**
  - Assist ISD staff in organising events such as workshops, roundtables and meetings.
  - Draft concept notes, agendas and invitation letters for meetings, roundtables and events.
  - Assist in logistical support for programmes and events.
  - Maintain up-to-date information on relevant databases.
  - General administrative and project management support to the team.
- **Project and partner management (30%)**
  - Support in scheduling partner meetings, drafting notes and follow-up tasks.
  - Draft narrative project reports for internal or external requirements.
  - Support teams in monitoring and evaluating impact of projects.

## PERSON SPECIFICATION

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

### Our commitment to Equality, Diversity & Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organisational culture. We particularly welcome applications from candidates currently underrepresented across ISD – including those from diverse ethnic and socio-economic backgrounds, those with disabilities, and members of the LGBTQ+ community. We have tried to make this recruitment process as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

### Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Problem Solving</li> </ul>
Courage	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Growth Mindset</li> </ul>

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

	Essential	Desirable
<b>Knowledge, training and qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in related field (e.g. political or social science, international relations, security studies) relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree Qualification or substantial relevant experience</li> <li>• A good understanding of the social media landscape</li> <li>• Demonstrable interest in related ISD issue areas</li> </ul>

	<ul style="list-style-type: none"> <li>• An understanding of and commitment to ISD's core mission</li> <li>• Demonstrable understanding of extremism across the ideological spectrum</li> <li>• Competent and confident in use of full Microsoft Office suite</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a dynamic remote-forward environment</li> <li>• Experience organising meetings</li> <li>• Experience with data collection</li> <li>• Experience editing and writing formal documents</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working for a research or civic action organisation</li> <li>• Experience with data analysis and report writing</li> <li>• Experience with project management support and coordination of project deliverables</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Exceptional written and spoken English</li> <li>• Clear, fluent, and concise oral and written communication skills</li> <li>• Outstanding attention to detail</li> <li>• Highly organised with the ability to be flexible, multi-task, and respond proactively</li> <li>• Ability to work well both independently and in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of qualitative and quantitative research methods</li> <li>• Demonstrable problem-solving attitude</li> <li>• Professional standard of writing in additional languages</li> </ul>