**Cover Letter Guidance**

**Candidates are required to outline within the cover letter template below how they meet the following criteria:**

1. University level degree or equivalent

And *either:*

1. (i) A postgraduate degree, or equivalent, in a legal, policy or research area with exposure to the field of human rights; plus   
   At least two years’ practical experience gained within the last 10 years working in a legal, policy or research role with significant exposure to the field of human rights

Or

b) (ii) At least four years’ practical experience gained within the last 10 years working in a legal, policy or research role with significant exposure to the field of human rights

Please note, candidates should set out examples (**including dates**) of how they meet part (a) **and *either*** part (b i) ***or*** (b ii), clearly demonstrating how they meet each component of the criteria outlined above.

Please note that the following essential criteria will be tested at interview:

1. Translating policy and research documents into comprehensible public / stakeholder information.

d) Ability to demonstrate knowledge of human rights law, and general human rights issues.

While candidates may be invited to interview on the basis of meeting the essential criteria a) and b) above, candidates should also outline in their cover letter how they meet any or all of the following desirable criteria, some or all of which may be used for short-listing in the event of a large volume of applications being received:

* Knowledge of the domestic, regional and international human rights system
* Knowledge of the Northern Ireland constitutional framework and political institutions
* Knowledge and understanding of the legislative processes in the Westminster Parliament and Northern Ireland Assembly
* Knowledge of EU law\*

\*Please note that the desirable criterion in relation to knowledge of EU law may be applied to applicants for the role in the human rights after Brexit team but will not be applied in respect of applications to the core team.

(**Word count should not exceed 750 words**).

**Cover Letter Template**

**Name:**

**Email Address:**

**Telephone Number:**

**Date:**

**Post(s) applied for (please tick one or other or both):**

**Core policy team (permanent) 🞏 Human rights after Brexit team (2-year fixed-term) 🞏**

**Cover Letter Template**

**Cover Letter Template**