**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:***

b) (i) A postgraduate degree, or equivalent, in a legal, policy or research area with exposure to the field of human rights;   
  
**plus**   
  
At least three years’ practical experience gained within the last 10 years of drafting briefings or submissions analysing human rights compliance of public policy or legislation.

***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, including three years’ experience of drafting briefings or submissions analysing human rights compliance of public policy or legislation.

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**:

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

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

e) Managing stakeholder relationships.

**Desirable Shortlisting Criteria**

Candidates may be shortlisted for interview on the basis of meeting the essential criteria outlined above. However, in the event of a large volume of applications, the Commission reserves the right to enhance the criteria as it sees fit. In such an event, the Commission will first apply any or all of the following desirable criteria:

* Knowledge of the domestic, regional and international human rights system
* Knowledge of the UK or Northern Ireland constitutional framework, political institutions and legislative processes \*
* Knowledge of relevant EU law, institutions or legislative processes

\*For criteria marked with an asterisk, evidence of alternative / transferable knowledge in related areas may be considered, such as knowledge of common law systems.

(**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):**

**Research, Investigations & Advice to Government team o**

**Human rights after EU Withdrawal team o**

**Cover Letter Template**

**Cover Letter Template**