

Political and International Relations & related work

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Getting into the sector

The political and international relations sector includes many different occupations and employing organisations. It is possible to enter this field from a broad spectrum of degree subjects. Information on a range of job options for those specifically studying for a degree in politics and/or international relations can be found on-line at www.prospects.ac.uk in the Careers Advice “What can I do with my degree?” section.

Political and international relations work is a broad multi-disciplinary field and can overlap with work in many areas including administration, project management, finance, policy, research, media, communications, public relations, diplomacy, sustainability, human rights work, conflict resolution, peace building, humanitarian aid, international development, and work with refugees and asylum seekers.

This sector encompasses a wide range of jobs some of which may be suitable for generalists whilst others will require specialist knowledge/qualifications and training. The relevant skills, personal attributes and previous experience will vary depending on the types of work and requirements of individual posts. These may differ greatly depending on the hiring organisation and the job role. It tends to be a competitive sector to get into and you will need to consider the best ways to gain the experience and skills which may be required. Recruitment practices are different around the globe and some jobs may never be advertised being filled through personal contacts or internally to existing staff and volunteers.

Typical employers include a wide range of organisations at international, national and local level including Government, IGOs (Inter-Governmental Organisations), NGOs (Non-Governmental Organisations), Civil Society Organisations (CSOs) charities, consultancies, universities and research centres/institutes.

Job profiles and case studies

These can be useful sources of information often including entry requirements and suggestions for skills development, pre-entry experience as well as case studies. Examples include:

- Prospects website www.prospects.ac.uk/links/occupations occupational profiles for: Intelligence Analyst/Officer, International Aid/Development Worker, Government Social Research Officer, Politician's Assistant, Public Affairs Consultant, Social Researcher and Trade Union Research Officer
- Target Jobs <https://targetjobs.co.uk/careers-advice/job-descriptions> job descriptions for Political Party Agent, Political Party Research Officer and Trade Union Research Officer.
- MyJobSearch.com website has profiles for Political Fundraiser and Political Researcher.
www.myjobsearch.com/careers/
- Civil Service Fast Stream website has Fast Streamer profiles.
www.gov.uk/faststream
- The National Careers Service website has profiles for Diplomatic Service Officer, European Union Official and a Member of Parliament (MP).
<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx>
- UN Careers Portal has career profiles and career paths of UN staff.
<http://careers.un.org>

Qualifications, training and experience

There is no set route for gaining the experience and/or further qualifications that may be required. Whilst a Masters degree may be helpful for some areas for others professional/vocational training and qualifications may be of greater importance. You will need to research and gain the experience, skills and knowledge needed in the area of work

you wish to enter. Volunteering and work experience/internships can not only provide valuable insights but may be helpful for relevant pre-entry experience.

Qualifications and training

There are a number of UK University postgraduate programmes and research opportunities on offer in a range of subjects/disciplines related to the sector. At the University of Manchester these include:

- The School of Social Sciences www.socialsciences.manchester.ac.uk/ offers a comprehensive range of postgraduate courses covering subjects such as Politics and Economics.
- The Institute for Development Policy and Management (IDPM) the UK's largest university-based postgraduate centre specialising in international development:
www.seed.manchester.ac.uk/subjects/idpm/postgraduatetaught
- The Humanitarian and Conflict Response Institute (HCRI) www.hcri.manchester.ac.uk/ offers a range of study and research opportunities in the fields of humanitarianism, conflict responses, global health, international disaster management and peacebuilding.

Other study opportunities:

- Information about postgraduate study opportunities overseas www.prospects.ac.uk/studying_abroad.htm
- PLOTEUS (Portal on Learning Opportunities throughout the European Space) http://ec.europa.eu/ploteus/home_en.htm
- For qualifications and training including languages and IT check out the Careers Service www.manchester.ac.uk/careers/study/languagecourses/ and the National Careers Service websites <https://nationalcareersservice.direct.gov.uk/advice/courses/whylearn/Pages/default.aspx>

- All eligible undergraduate students at The University of Manchester may be able to study overseas as part of their degree programme and the Study Abroad Unit can provide further information www.manchester.ac.uk/undergraduate/courses/studyabroad/
- The University Language Centre offers the opportunity to learn a language through the Language Experience for All Programme (LEAP) www.langcent.manchester.ac.uk.

Experience

Volunteering:

- It is not unusual for people to start by undertaking volunteering/work experience/internships. These opportunities may be offered by a number of organisations listed in this briefing sheet. Please see individual organisation websites for details.
- For more information on volunteering see the Starting Point series hand-out on Volunteering available as a downloadable PDF www.manchester.ac.uk/careers/startingpoints or to collect from the Careers Service.
- The volunteering website www.do-it.org.uk enables a search for voluntary opportunities under categories such as Politics, Human & Civil Rights and International Aid. There may be opportunities available in North-West England.
- Opportunities exist for first degree students at The University of Manchester to engage in local community volunteering activities www.manchester.ac.uk/volunteers
- The Manchester Leadership Programme (MLP) www.manchester.ac.uk/mlp which is a combination of an academic unit and volunteering provides an insight into some of the key challenges facing 21st century society.

Other experience:

An interest in political, current affairs and world news can be gained from various forms of media such as the major television and radio networks such as the BBC World Service, the internet including blogs and the press.

Some professional associations/societies (e.g. British International Studies Association and the Political Studies Association) have membership categories for students/graduates. Membership may confer the opportunity to attend events, participate in working groups, apply for awards/prizes and access specialist information resources.

Sources of information

Please note: This is not a fully comprehensive list of information resources and websites

The website links are used to provide further information and are not intended to signify that the University endorses such websites and/or their content. We cannot be held responsible for the recruitment practices and the ethos of the organisations listed.

Information Gateways/Resource Centres

- BBC Democracy Live – includes coverage of the House of Commons, House of Lords, Scottish Parliament, Welsh and Northern Ireland Assemblies and the European Parliament
<http://news.bbc.co.uk/democracylive/hi/default.htm>
- DODS – political information, publishing and communications business
www.dods.co.uk
- ICVA (International Council of Voluntary Agencies) – Global network of human rights, humanitarian and development NGOs
www.icva.ch
- International Relations & Security Network (ISN) – open access information server for international relations and security professionals
www.isn.ethz.ch
- OneWorld Group – on-line resource covering human rights and sustainable development
www.oneworldgroup.org

- Politics.co.uk – UK political news
www.politics.co.uk
- Politicshome.com – political and parliamentary news
www.politicshome.com
- Political Studies Association (PSA) Politics Portal
www.psa.ac.uk/politics
- Prospects – graduate careers website includes a Jobs Sector profile on Government and Public Administration at www.prospects.ac.uk/links/industries and a section on Working Abroad online at www.prospects.ac.uk/links/workabroad
- Richard Kimber’s Political Science Resources including an International Relations section
www.politicsresources.net/
- Social Platform – The Platform of European Social NGOs
www.socialplatform.org
- Trades Union Congress includes a list of member organisations
www.tuc.org.uk
- World Newspapers and Magazines
www.world-newspapers.com
- The World Association of Non-Governmental Organisations (WANGO) – includes a link to the Worldwide NGO Directory
www.wango.org

Conflict Prevention and Resolution/Peace Building

- Alliance for Conflict Transformation (ACT)
www.conflicttransformation.org
- Carnegie Endowment for International Peace
www.carnegieendowment.org
- Conflict Resolution Information Source
www.crinfo.org/
- Global Partnership for the Provision of Armed Conflict (GPPAC)
www.gppac.net
- Global Peace Index (GPI)
www.visionofhumanity.com

- International Crisis Group – a NGO working to prevent and resolve conflict has information about global conflicts
www.crisisgroup.org
- International Peace Bureau
www.ipb.org
- Peace Brigades International – NGO promoting non-violence and protection of Human Rights
www.peacebrigades.org

Diplomatic/International/Foreign Affairs

- Chatham House (The Royal Institute of International Affairs)
www.chathamhouse.org/
- Directory of Embassies and Consulates of the World
www.embassyworld.org/
- The European Union External Action (EEAS)
<http://eeas.europa.eu>
- Foreign & Commonwealth Office (FCO) includes information on careers with Britain's Diplomatic Service
www.gov.uk/fco
- Foreign Policy Association – US non-profit organisation covering global issues
www.fpa.org
- Foreign Policy Centre – UK independent foreign affairs think tank
<http://fpc.org.uk>
- The WWW Virtual Library: International Affairs Resources
www2.etaoin.edu/vl
- Careers Service Reference Books – full listing of all titles available through the Careers Service careers library catalogue at
www.manchester.ac.uk/careers/library
Titles include: Careers in International Affairs

Finance and related

- European Bank for Reconstruction and Development (EBRD)
www.ebrd.com
- European Investment Bank (EIB)
www.eib.org

- Food and Agriculture Organisation of the United Nations (FAO)
www.fao.org
- OECD (Organisation for Economic Cooperation & Development)
www.oecd.org
- International Finance Corporation (part of the World Bank Group)
www.ifc.org
- International Monetary Fund (IMF)
www.imf.org
- UN Economic & Social Council (ECOSOC)
www.un.org/en/ecosoc
- World Bank Group
www.worldbank.org
- World Economic Forum
www.weforum.org

Government

UK Government, Parliament and related

- A – Z of central government departments, executive agencies and non-departmental public bodies
www.gov.uk/government/organisations Please note that webpages for ministerial departments are currently in the process of moving to www.gov.uk
- Civil Service
www.civilservice.gov.uk
- Civil Service Fast Stream
www.gov.uk/faststream
- The House Magazine – weekly Parliamentary magazine
www.politicshome.com/publications/the-house-magazine
- Parliamentary & Health Service Ombudsman (Manchester)
www.ombudsman.org.uk
- UK Government website listing public services
www.gov.uk
- UK Parliament – House of Commons and House of Lords
www.parliament.uk

Devolved Government

- Northern Ireland Executive
www.northernireland.gov.uk
- The Scottish Government
www.scotland.gov.uk
- Welsh Assembly Government
<http://wales.gov.uk>
- Isle of Man Government
www.gov.im
- States of Jersey
www.gov.je
- States of Guernsey
www3.gov.gg/ccm/portal

Local Government

- Greater London Authority
www.london.gov.uk/
- Local Authorities including those in the North West
www.gov.uk/find-your-local-council
- NGDP (National Graduate Development Programme) for Local Government in England & Wales
www.ngdp.org.uk

Elections

- Association of Electoral Administrators
www.aea-elections.co.uk/
- The Electoral Commission
www.electoralcommission.org.uk
- Electoral Reform Society
www.electoral-reform.org.uk/index.php
- UK Parliament – Elections
www.parliament.uk/business/news/parliament-government-and-politics/elections

Human Rights and Humanitarian Aid/Emergency Relief Work

For more information about this area of work see the Starting Point series handout available to collect from the Careers Service or download as a PDF from: www.manchester.ac.uk/careers/startingpoints

- Human Rights Work
- Working in Humanitarian Aid/Emergency Relief Work

Inter-Governmental Organisations

European Union /European Commission

- Careers in the European Union Institutions – information for British citizens on the Foreign and Commonwealth Office website www.fco.gov.uk/en/about-us/working-for-us/eu-careers
- Council of the European Union www.consilium.europa.eu
- European Commission including the Directorate General for Development and European Aid Co-operation Office <http://ec.europa.eu>
- European Commission Civil Service http://ec.europa.eu/civil_service
- European Parliament www.europarl.europa.eu

Regional

- African Union (AU) – Union of African states www.au.int
- ASEAN – Association of Southeast Asian Nations www.asean.org/
- Organization of American States (OAS) – organisation of independent states of the American continent www.oas.org
- South Centre – Intergovernmental Organisation of Developing Countries www.southcentre.org
- The Commonwealth – an association of over 50 independent states www.thecommonwealth.org

United Nations (UN)

- United Nations (UN) Home Page
www.un.org
- United Nations High Commissioner for Refugees (UNHCR)
www.unhcr.org
- United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA)
www.unocha.org
- UN Agencies, including UNDP and UNICEF, have their own websites and this can be found via the main UN site. The individual sites provide details of recruitment including internships. The Junior Professional Officer (JPO) Programme is administered by the JPO Service Centre for a number of UN agencies including the United Nations Development Programme (UNDP)
www.jposc.org
- United Nations Volunteers (UNV) Programme
www.unv.org
- UN YouTube Channel
www.youtube.com/user/unitednations

General information

- “A career in an International Organisation (IO) “ is available on the cinfoPoste website
www.cinfo.ch/org/inhalte/jobs/intOrganisationen_main.php?langVersion=0

Reference Books include:

- Careers in International Affairs
- Looking for work in International Organisations
- The No–Nonsense Guide to the United Nations

Full listing of all titles available through the Careers Library Catalogue at www.manchester.ac.uk/careers/library

International Development

For more information about this area of work see the Starting Point series handout – International & Overseas Development Work available to collect from the Careers Service or download PDF from www.manchester.ac.uk/careers/startingpoints

Media

For more information about this area of work see the Starting Point series handout – Journalism and Broadcasting including TV and Film available to collect from the Careers Service or download PDF from www.manchester.ac.uk/careers/startingpoints

Reference books include:

- So you want to be a Political Journalist?

A full listing of all titles available through the Careers Library Catalogue at www.manchester.ac.uk/careers/library

Politics and Public Affairs/Lobbying

- Association of Professional Political Consultancies
www.appc.org.uk
- American Political Science Association (APSA)
www.apsanet.org
- British Political Parties
www.politicsresources.net/area/uk/bpp.htm
- Electus Start – careers information relating to working in politics and public affairs in the UK and EU
www.electus-start.com
- Hansard Society – independent, non-partisan; political research and education charity
www.hansardsociety.org.uk
- International Association for Political Science Students (IAPSS)
www.iapss.org
- Political Studies Association (PSA)
www.psa.ac.uk

- The Public Affairs Network – resource for the public affairs, government relations, policy and communications industry
www.publicaffairsnetworking.com
- w4mp – Work for a MP website includes news, vacancies, details of training courses and the w4mp/Dods Guide to Working for a MP
www.w4mp.org

Reference books include:

- How 2 Become a Politician
- So you want to be a Politician
- Hollis Public Relations Annual 2010 including Public Affairs

A full listing of all titles available through the Careers Library Catalogue at www.manchester.ac.uk/careers/library

Refugees/Migration

European Council on Refugees and Exiles (ECRE) – an umbrella organisation of 80 refugee assisting agencies

www.ecre.org

- Forced Migration Online
www.forcedmigration.org
- IOM (International Organization for Migration) IGO working in the field of migration
www.iom.int
- Refugees International
www.refugeesinternational.org
- UNHCR – United Nations Refugee Agency in the UK
www.unhcr.org.uk
- Women’s Refugee Commission
www.womensrefugeecommission.org

Security/Intelligence

- BASIC – British American Security Information Council
www.basicint.org

- EUISS – European Union Institute for Security Studies
www.iss.europa.eu
- EUROPOL – European Law Enforcement Organisation
www.europol.europa.eu
- GCHQ
www.gchq-careers.co.uk
- IHS Jane’s : Defence & Security Intelligence & Analysis
www.ihs.com
- IISS – The International Institute for Strategic Studies
www.iiss.org
- INTERPOL – International police organisation
www.interpol.int
- NATO (North Atlantic Treaty Organization)
www.nato.int
- Organisation for Security and Co-operation in Europe (OSCE) – Office for Democratic Institutions and Human Rights
www.osce.org/odihr
- RUSI – Royal United Services Institute for Defence and Security Studies)
www.rusi.org
- The Security Service (MI5)
www.mi5.gov.uk
- The Secret Intelligence Service (SIS)
www.sis.gov.uk/
- United Nations Office on Drugs & Crime
www.unodc.org/unodc/index.html

Social Policy/Research

- British Sociological Association
www.britsoc.co.uk
- Government Social Research Service (GSR)
www.civilservice.gov.uk/networks/gsr
- LARIA – Local Authorities Research and Intelligence Association
<http://laria.org.uk/>
- National Centre for Social Research (NatCen)
www.natcen.ac.uk

- Researcher Development Initiative
www.rdi.ac.uk
- The Association for Qualitative Research (AQR)
www.aqr.org.uk
- The Social Research Association includes a careers section
www.the-sra.org.uk
- UK Social Policy Association (SPA)
www.social-policy.org.uk

Reference books include:

Association of Qualitative Research (AQR) Directory and Handbook
A full listing of all titles available through the Careers Service careers library catalogue at www.manchester.ac.uk/careers/library

Think Tanks

- Alphabetical index on international think tanks on wordpress.org
www.wordpress.org/library/ngo.cfm
- Foreign Policy Research Institute (FPRI) Online Security and International Affairs research and education Think Tank Directory
www.fpri.org/research/thinktanks
- Policy Library – social, economic and foreign policy resources online. Directory of Think Tanks
www.policylibrary.com
- TTDeurope – Think Tank Directory of key think tanks in the EU
www.eu.thinktankdirectory.org

Third Sector

This is a term used to cover the voluntary, community and not-for-profit sectors.

For more information about this area of work see the Starting Point series handout – Working for a Charity or Community Organisation available to collect from the Careers Centre or download as a PDF from www.manchester.ac.uk/careers/startingpoints

Trade

- Agency for International Trade Information & Cooperation
www.acici.org/aitic
- EFTA – The European Free Trade Association
www.efta.int
- Ethical Trading Initiative
www.ethicaltrade.org
- Fair Trade Federation (FTF)
www.fairtradefederation.org
- Federation of International Trade Associations (FITA) – Global Trade Portal
www.fita.org
- World Fair Trade Organisation
www.wfto.com
- International Trade Centre
www.intracen.org
- World Trade Organisation (WTO)
www.wto.org

Sources of jobs

- CareersLink – Resources section
Includes specialist job websites for ethical, human rights, policy and political jobs. Access through login into CareersLink, click on the Resources Section on left hand side. Click on Subscriptions and open up Specialist Job websites document and follow the instructions using the passwords to login to each website.
www.manchester.ac.uk/careerslink
- cinfoPoste –online database for jobs in international cooperation
www.cinfo.ch
- Civil Service Jobs Online
www.civilservice.gov.uk/jobs
- Development Aid
www.developmentaid.org
- Devex – Development and NGO jobs

- www.devex.com/jobs
- Devnet Jobs – development jobs portal
www.devnetjobs.org
- EurActiv - EU related jobsite including NGOs and international organisations
<http://jobs.euractiv.com>
- Euro Brussels – European Affairs Jobsite
www.eurobrussels.com
- European Personnel Selection Office – for EU careers and jobs information
http://europa.eu/epso/index_en.htm
- Jobs.ac.uk – academic and research jobs
www.jobs.ac.uk
- Jobs Go Public
www.jobsgopublic.com
- Links to World Newspapers and Magazines
www.world-newspapers.com
- Local Government Talent: Jobs
www.lgjobs.com
- Local Government Chronicle Online (including a job section)
www.lgcplus.com
- New Internationalist
www.newint.org
- Opportunities – The Public Sector Recruitment Weekly (online)
www.opportunities.co.uk
- Prospects International Graduate Jobs
www.prospects.ac.uk/international_graduate_jobs.htm

Regional and local newspapers e.g.

- Manchester Evening News www.manchestereveningnews.co.uk
- Liverpool Echo www.liverpoolecho.co.uk/
- The Economist
www.economist.com
- The Guardian
<http://jobs.guardian.co.uk>

- The Voice
www.voice-online.co.uk
- Third Sector
www.thirdsector.co.uk
- UN Careers Portal
<http://careers.un.org>
- W4MP – jobs listing
www.w4mpjobs.org/SearchJobs.aspx?search=alljobs
- WSE – International Development Jobs
www.wse.org.uk/work/job.htm

Plus websites of various individual agencies, charities, voluntary sector organisations, consultancies etc.

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