INTERNSHIP: BIODIVERSITY AND NATURE CONSERVATION TEAM

Salary: Unpaid position with reasonable travel and lunch expenses paid.
Location: IEEP London office
Duration: 3-6 months.

The Institute for European Environmental Policy (IEEP) is an independent and influential policy studies institute based in central London and Brussels, which undertakes research and consultancy work on the development, implementation and evaluation of environmental and environment-related policies in Europe. IEEP’s work is directly relevant to current policy debates and accordingly it works closely with the EU institutions, national and regional government departments in various Member States, agencies, parliamentarians, NGOs and academics. Much of IEEP’s project work involves teams of partners from a variety of EU Member States. We maintain a commitment to being at the forefront of thinking about environmental aspects of EU policies and their development, and promoting a thorough understanding of environmental issues and needs among policy makers and other relevant organisations in Europe.

IEEP has a full-time staff of about 20 based in London, and 15 based in Brussels, with a network of associates.

IEEP and its Internship Programme

The IEEP internship programme aims to provide graduates valuable work experience, give students doing a Masters or PhD thesis an opportunity to get practical insights into their thesis topics, provide staff with assistance for research and administration, and develop IEEP’s relations with university research departments.

Interns will learn about the dynamics of EU policy making, focusing on environment policy and environmental aspects of other sectoral policies such as agriculture, energy, water and regional development. IEEP is concerned with raising awareness of European environmental policy and advancing policymaking along sustainable paths. This is achieved through:

- Conducting policy relevant research projects;
- Writing commissioned reports, articles and briefing notes;
- Organisation of workshops and seminars; and
- Development of contacts with a range of policy makers, civil servants, academics, NGOs and other stakeholders.

Interns should expect to gain exposure to current European policy issues and processes and the working methods of a small independent institute. While an element of the internship is likely to be administrative in nature, the focus is to provide interns with the opportunity to assist in research projects and report / paper writing, attend meetings with IEEP research staff and contribute to IEEP’s information and advisory services, where appropriate.
**Biodiversity and Nature Conservation – Internship Descriptions**

The intern will support the work carried out by the IEEP Biodiversity and Nature Conservation Team and related activities of other teams, where appropriate. The work will involve both contributing to a variety of projects concerned with the development, implementation and evaluation of EU biodiversity policy, such as the implementation of the Natura 2000 network, and other initiatives supporting the EU biodiversity strategy. IEEP is currently undertaking a number of activities including work related to the implementation of the EU biodiversity strategy, the development of ‘No Net Less of Biodiversity’ policy (including the adoption of biodiversity offsetting schemes), the impact of increased food requirements globally on biodiversity, approaches to reducing the environmental impacts of biofuel production, and the financing of biodiversity conservation measures.

Successful internship applicants will work with the biodiversity team in developing current projects and assisting with research, which would involve:

- contributing to, and editing, research reports and papers for publication;
- contributing to the production of newsletters and policy papers;
- contributing to weekly policy briefings for the UK conservation agencies;
- undertaking literature reviews, data collection and supporting the development of our reference database;
- helping to organise seminars, workshops and conferences.

The internship is expected to be 21 hours (3 days) per week but the programme is open to alternative work patterns. The internships would ideally start at the beginning of November, and would be for 3 – 6 months, depending on the availability of the intern.

**Person Specification**

Interested applicants must:

- hold a good first degree in a relevant environmental subject;
- have a demonstrated interest in biodiversity conservation and EU policy;
- have demonstrated good communication skills, in particular, **excellent written and spoken English** and the ability to present information in a clear, precise and accessible style in this language;
- show initiative and be flexible with regard to the tasks they are asked to complete;
- be capable of working independently in a fast-paced small office environment;
- have good organisational and time management skills;
- be reliable and capable of paying close attention to detail; and
- have good computer skills (particularly in Word, Excel, PowerPoint, Outlook and internet).

Successful applicants are likely to have:

- a higher degree in a relevant environmental subject; or
- some experience of biodiversity conservation or EU policy related work.

University Students who are writing a thesis (eg Masters or PhD) in related topics and are looking for institutional visits/placements and work experience are welcome to apply.
Candidates should either be EU citizens or have suitable visa already in place that allows an internship in the UK or Belgium.

**Application process**

Applicants should send a letter of motivation outlining their reasons for wanting the post and their relevant experience, their CV, and an acknowledgement that the position is unpaid to AJ McConville; preferably by email to amcconville@ieep.eu or by post to AJ McConville, IEEP offices, Floor 3, 11 Belgrave Road, SW1V 1RB. Applicants should clearly mark the title of the email subject line or envelope: ‘Biodiversity Internship’.

All applications must reach us by 5pm GMT on Monday 14th October. Interviews will be held the week beginning the 28th of October 2013.

IEEP will refund approved interview travel expenses within Great Britain; applicants from overseas will be interviewed by telephone.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies, salaries or working conditions on grounds of race, ethnic origin, gender, gender re-assignment, disability, religious or other belief, sexual orientation, marital or civil partnership status or age.

For further information on IEEP, the internship and on how to apply please visit the IEEP website at [www.ieep.eu](http://www.ieep.eu)