



INTERNSHIP VACANCY BIODIVERSITY AND NATURE CONSERVATION

Deadline for application: 5pm BST 22 May

Salary: Unsalaries position with reasonable travel and lunch expenses paid

Location: IEEP London office

Duration: 3-6 months.

The Institute for European Environmental Policy (IEEP) is a leading think tank for the analysis, understanding and advancement of environmental and related policies in Europe. We undertake work for a wide range of clients from the EU institutions, the United Nations, national and regional government departments, agencies, parliamentarians, NGOs, and work closely with partners and academics on innovative policy research. IEEP offices are based in Brussels and London; more information is available at www.ieep.eu and you can follow our activities on Twitter.

Biodiversity and Nature Conservation Internship Description

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.

The successful candidate will be expected to be part of the team and support a number of current activities including work related to the implementation and impact of the Birds and Habitats Directives, Target 2 of the EU Biodiversity Strategy, and the financing of biodiversity conservation measures.

This internship will be based in our London office and will start between mid-June and early July depending on intern availability.

The internship is expected to be 21 hours (3 days) per week but the programme is open to alternative work patterns, including a full-time internship. The internship is for 3 months, with the option of extending to 6 months based on mutual agreement.

IEEP and its Internship Programme

The IEEP internship programme aims to provide internships in order to develop early career progression or change of career and to benefit future career paths. Interns assist the IEEP staff research activities and get practical insights into environmental policy. We commit to provide supervision, coaching and support throughout the internship to give graduates valuable work experience.

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, analysis and report writing, attend meetings with IEEP research staff and contribute to IEEP's communications, where appropriate.

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, disability, religious or other belief, sexual orientation, marital status or age.

Intern profile

Interested applicants must:

- Hold a good first degree in a relevant environmental subject or have otherwise proven knowledge in the field;
- Have a demonstrated interest in biodiversity conservation and EU policy;
- Have demonstrated good communication skills, in particular, fluent written and spoken English and the ability to present information in a clear, precise and accessible style in this language;
- Have a proven record of showing initiative and being 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 good command of the internet).

Successful applicants are likely to have:

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

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 show that they are either EU citizens or have a suitable visa already in place that allows an internship in the UK.

Application Process

Applicants should send their **CV** and a **letter of motivation** outlining their reasons for wanting the post and their relevant experience, with an **acknowledgement** that the position is unpaid.

Applicants should clearly mark the title of the email subject line or envelope: 'Biodiversity Internship'. Applications by email are preferred.

Send your application by email to: Evelyn Underwood, eunderwood@ieep.eu
Or by post to: Evelyn Underwood, IEEP, 11 Belgrave Road, London SW1V 1RB, UK

All applications must reach us by 5pm BST on Monday 22 May 2017. Interviews will be held in the week beginning 29 May 2017 in the London office or by skype or phone.

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