Thank you for your interest in the Database & Events - TRADE Hub internship within the Nature Economy team at UNEP-WCMC

The TRADE Hub, funded by the Global Challenges Research Fund of the UK Research and Innovation body, is a five-year impact-oriented programme, coordinated by UNEP-WCMC, which links researchers in several regional/country teams (Central Africa, Brazil, Tanzania, Indonesia, China, the UK and Europe) and 37 partner organizations to investigate implications of global trade in wild species and agricultural commodities. The purpose of the internship would be to assist with our work in understanding the landscape of initiatives and tools available to stakeholders around environmental and biodiversity protection in a trade context.

This position will help to support the development of two online tools. One is a Trade Tools Navigator that brings together initiatives, tools and indicators linked to supply chain impacts on biodiversity into a centralised platform. The intern will work with the TRADE Hub project management team at UNEP-WCMC and international partners to update this database, involving desk-based research and collation of available resources. The successful candidate will also help develop the database into an online tool to support use by intended stakeholders.

The intern will help to organise a workshop to convene experts to discuss the different approaches and tools found within this database for measuring supply chain impacts and work towards synthesising available tools and methods.
ABOUT THE TEAM

Our Nature Economy team energises, enables and empowers leaders across all sectors of the economy to take action for nature. We support businesses, governments and financial institutions with the knowledge, tools and capacity they need to measure and account for their impacts and dependencies on natural capital. Our goal is for them to implement actions towards a nature positive future.

Our team plays a central role in high profile collaborations which are at the leading edge of efforts to deliver a nature positive global economy. This includes: delivering ENCORE, the world’s first tool to support exploration of natural capital-related risk for the finance sector; The Proteus Partnership, our flagship initiative which engages leading members of the private sector; our collaboration in the Science-based Targets Network and Taskforce on Nature-related Financial Disclosures; support to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity; work to align biodiversity measurement approaches for businesses; supporting the shift of financial flows towards sustainable land use through training, technical assistance, engagement and indicators development; input to the UK Treasury Dasgupta Review; support to the development of the UN System of Environmental Economic Accounting; and globally regarded research into the embedded biodiversity impact of trade flows.

We work as one organisation. So while our projects, partnerships and collaborations form the basis of the Nature Economy team’s focal initiatives, they are delivered across the whole Centre.
ABOUT THE ROLE

Internship Description

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) strives for a sustainable world for biodiversity and people. One of the impact areas in UNEP-WCMC’s strategy addresses the Nature Economy, including by strengthening the consideration of the value of natural capital in economic decision-making.

Learning Objectives

- Understand the strategy, structure, operating procedures, systems, culture, and values of a typical conservation organisation.
- Understand the cross-disciplinary skills necessary to work at a ‘science-policy interface’.
- Gain experience of working in a project-led environment and strengthen time management skills to ensure tasks are delivered to deadlines.
- Gain experience of working at the interface between an international science organisation and a network of global partners.
- Gain experience in events organisation using a hybrid model of personal and virtual attendance.
- Gain experience in database management and the production of online tools that are targeting a particular user-community.

Duties and Responsibilities

Supply Chains Meeting:
- Assist in organising a flagship event for the project, ‘Enhancing supply chain sustainability at multiple scales’, with the aim of exploring approaches to supply chain impact assessment and consolidating them to best support the user community of these tools.
- Liaise with TRADE Hub project partners to establish a suitable attendee list and coordinate invites, travel, and other event logistics (venue, catering suppliers).

Trade Tools Navigator:
- Support the development of a database navigator tool that helps the user find resources related to sustainable supply chains, including improving the current website and database.

Resources Hub:
- Help finalise a guided repository of project outputs – database and website management using a content management system.

Requirements and Qualification

- Commenced or completed academic degree in a relevant field.
- Excellent written and verbal communication skills (in English).
- A strong interest in the impacts of unsustainable trade on biodiversity, with some knowledge on this being beneficial.
- Interest in events organisation, with some experience being desirable but not mandatory.
- Ability to work both independently and as part of a team.
- Excellent attention to detail.
- Research skills and ability to critically assess information.
OUR OFFER

**Job Title:** Database and Events Intern – TRADE Hub  
**Team:** Nature Economy  
**Reporting to:** Associate Programme Officer  
**Job Reference:** ITN096  
**Start date:** As soon as possible  
**Salary:** GBP 9.50 per hour  
**Contract:** Temporary – 12 weeks  
**Location:** The post holder will be expected to locate within commuting distance of our main offices in Cambridge, UK. This role is not suitable for sponsorship.  
*This is not a United Nations Post*

As a minimum we aim to match market rates for the conservation charity sector in Cambridge and invest a lot of effort to benchmark our salaries, ensuring that people are rewarded fairly for their role. To add to this, we offer some great benefits - here are the highlights:

- Flexible and family friendly working  
- Life assurance against death in service (4X annual salary)  
- Extended pay protection for serious illness that exceeds 6 months  
- Excellent training and development opportunities, tailored to individual needs  
- Scheme to buy (or sell) additional annual leave  
- Cycle to work Scheme  
- Fantastic shared social space and kitchen facilities  
- Employee assistance programme and bereavement line to offer help and advice to staff and their families  
- Brilliant Social committee that help to keep things fun!  
- Caring Staff Liaison Committee  
- Focus on environmental sustainability kept in check by our Environment Committee  
- Free (proper) tea and coffee!

## Training

Our aim is to do our best for every person who works for us, so that they build their skills and knowledge over their career with us, and when they leave (some never do!) they are better placed to move onto the next stage of their career.

We have a comprehensive induction programme that spans the first 6 months including what’s critical in the first week, first month, and then monthly afterwards.

- We encourage everyone to use 5 days for their own personal development each year  
- Standard training course which include: Management Development; Coaching culture; Resilience; Negotiation; Pitching and closing a deal.  
- We also design our training annual personal development reviews and organise bespoke training courses that meet the skill gaps in the organisation and fulfil the training needs of the people within it.  
- Peer-to-Peer learning from our community of experts, taking advantage of the breadth and depth of knowledge and experience across the organisation.  
- Internal and external invited speakers, workshops and talks that anyone can join or initiate.
The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide. This position is with the charity WCMC, working in collaboration with UNEP.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

"We are entering a make or break decade for nature with UNEP-WCMC set to play a pivotal role in ensuring humanity finally begins to reverse the catastrophic loss of biodiversity globally."

Jonny Hughes, CEO of WCMC
Our strategy

We deliver our strategy through four independent impact areas which are complemented by three cross cutting innovation areas.
The people

We have around 180 amazing people who make up our organisation. We are a really friendly bunch of professionals and do not think a single person has ever left the organisation without saying that it is the people that make the organisation fantastic and how much they will miss them when they leave. We truly do have world class scientists and professionals!

The culture

Our culture is very supportive. There are lots of ups and downs in life, and we want to support our people through the difficult patches, so they can flourish again. We have a free employee assistance line that is available to all employees and their families and offers 6 remote counselling sessions and other advice services.

We have redesigned our kitchen and library to make a fantastic social space where you can have a quiet chat or a loud lunch with your colleagues! We also have tea every Wednesday afternoon, with locally homemade cakes and catch up with everyone and everything that is going on in the Centre.

We are affiliated with Cambridge University, and have rooms in the David Attenborough Building that we can use when we wish. We are also a member of the Cambridge Conservation Initiative and often collaborate with our CCI colleagues here.

WCMC attaches great importance to addressing safeguarding and ethical considerations in all activities carried out by its staff, including where partner organisations or individuals are part of the delivery of our work. This includes children and vulnerable adults in the community who may be vulnerable to abuse. WCMC acts with integrity, is transparent and expects applicants to share the same values.

Diversity

We really take our diversity seriously, as we operate globally and need to have the people perspectives within the organisation, to fully understand our clients and partners that we work with. Our aim following the introduction of the points based immigration system was to increase our diversity not only in our range of nationalities, but in all protected characteristics (age, disability, gender reassignement, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex).

We have a sponsorship licence and always take the best candidate for the role from a whole range of applicants and offer sponsorship to those that require it. We have people that have worked for us, for more than 30 years, and our fantastic internships often attract the best and brightest graduates.
If you are looking for a rewarding and motivating internship where you can help shape this exciting field and contribute to a nature positive global economy, we want to hear from you.

Please send your 2 page CV and a cover letter. Please note that application forms and personal detail forms are not required.

If you cannot submit the application without attaching a document into the application form/personal detail form fields, please submit your CV and cover letter twice.

We screen candidates based on skills and experience and not their personal details. Please do not include a photograph on your CV, and note that any applications which include a photograph may be automatically rejected.

Closing date: 9th January 2022