Thank you for your interest in the Monitoring and Reporting Internship within the Nature Economy team at UNEP-WCMC

This position will work with the monitoring, evaluation and learning (MEL) team to bring together the findings and synthesis of two impact and capacity building-oriented projects coordinated by UNEP-WCMC, the Development Corridors Partnership (DCP), and the Trade Development and the Environment (TRADE) Hub, both funded by the Global Challenges Research Fund of UK Research and Innovation. DCP focuses on the impacts of development corridors in Africa (Kenya and Tanzania), while the TRADE Hub, which links researchers in several regional/country teams (Central Africa, Brazil, Tanzania, Indonesia, China, the UK and Europe) and 37 partner organizations, investigates implications of global trade in wild species and agricultural commodities.

The intern will work with the project management and MEL team to deliver project reporting to the funder, drawing on information collected from international partners and synthesising research and project findings. This will include gaining experience with various MEL processes through assessment of progress against the project Theory of Change, Logframe and Impact Pathways.

In addition, the intern will help organise a project conference in Cambridge, UK to provide a forum for discussion of findings, lessons learned and future collaboration. This may involve event logistics, planning a suitable agenda and inviting and liaising with speakers.

This role will gain valuable experience in working on a research and conservation project, learning how to deliver a project conference, work with a MEL system and create a report for a major funder. This experience will be highly beneficial for future conservation and project management work.
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

- Learn how to work with theories of change, logical frameworks and MEL software.
- Learn how to report project results to a major donor.
- Gain experience in events organisation using a hybrid model of personal and virtual attendance.
- Understand the strategy, structure, operating procedures, systems, culture and values of a typical conservation organisation.
- Understand biodiversity practices in an organisational setting.
- Develop self-awareness to learn how to recognise when more technical knowledge is required, as well as how to gain it and check its reliability.
- Gain experience of working in a project led environment and strengthen time management skills in order to ensure tasks are delivered to deadlines.

Duties and Responsibilities

- Assist preparation of a report to the project’s funder in collaboration with project staff which will include bringing together project wide information to deliver a summary of project impacts realised across the 4 years of project operation.
- Help upload resources and data into the UKRI data repository.
- Liaise with partners over uploading data into UKRI data repository.
- Assist in organising a project conference. Tasks include liaising with project partners to establish a suitable attendee list and coordinate invites, travel, and other event logistics (venue, catering suppliers).

Requirements and Qualification

- Commenced or completed academic degree in a relevant field.
- Excellent written and verbal communication skills (in English).
- Interest in events organisation, with some experience being desirable but not mandatory.
- Strong experience in data handling and analysis.
- Strong computer literacy, quick to learn new software.
- Excellent interpersonal skills and ability to communicate with colleagues.
- Interest in the structure and delivery of a research/development/conservation project.
OUR OFFER

Job Title: Monitoring and Reporting Intern
Team: Nature Economy
Reporting to: Associate Programme Officer
Job Reference: ITN095
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.
ABOUT UNEP-WCMC

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