



**WCMC**

**National Ecosystem Assessment Intern  
Application Pack**

# ABOUT THE TEAM

The UNEP-WCMC Policy team is a dynamic group of experts providing enabling and foundational support to the Centre's work and impact. For over 40 years, UNEP-WCMC has worked with partners to ensure the world is equipped with trusted science, data and knowledge and the capacity and policy advice to use this for better decision-making.

The Policy team plays a central role in ensuring the work of the Centre is relevant and impactful for international and national policy processes. We support the CBD and other intergovernmental conventions and processes, including identifying opportunities for increased cooperation. We provide authoritative information on biodiversity indicators to decision-makers in international organisations and processes, national governments, business, and other stakeholders. We support decision-makers in assessing biodiversity and ecosystems services and their contributions to society and human well-being. We also work with partners to promote equitable and ethical approaches to biodiversity policy and governance. We work as one organisation. So, while our projects, partnerships and collaborations form the basis of the Policy team's focal initiatives, they are delivered across the whole Centre.



# ABOUT THE ROLE

## Internship Description

UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) works with scientists and policy makers worldwide to place biodiversity at the heart of environment and development decision-making to enable enlightened choices for people and the planet.

The Policy Innovation Area supports the Centre's work on regional and national-scale ecosystem assessments. Using the model of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES), the National Ecosystem Assessment Initiative (NEA Initiative) builds capacity and supports countries undertaking ecosystem assessments. We work with countries to support decision makers to assess biodiversity and ecosystem services and their contributions to society and human well-being. We work in partnership with national governments, their agencies, and international organisations to strengthen technical capacities and stakeholder engagement for harnessing this knowledge for informed policymaking.

This internship will provide the applicant experience in organising, analysing, and communicating information on the experiences of country partners undertaking national ecosystem assessments around the world.

## Learning Objectives

- Understand the strategy, structure, operating procedures, systems, culture and values of a typical conservation organisation.
- Develop an understanding of cultural and political differences in countries undertaking national ecosystem assessments.
- Understand the importance of ecosystem assessments for providing evidence on the role and value of biodiversity and ecosystem services to support decision-making processes at the national level.
- Contribute to a foundation of knowledge to support our network of 11 country partners.
- Build understanding of how monitoring and evaluation supports the overall performance of a large international portfolio of projects.
- Understand the roles of colleagues within the programme as well as the internship role to ensure effective teamwork.
- Gain experience working in a project-led environment and strengthen time management skills to ensure tasks are delivered to tight deadlines.
- Understand the IPBES (Intergovernmental Platform on Biodiversity and Ecosystem Services) assessment process and how this can be tailored to different national contexts.

## Duties and Responsibilities

- Understand the intended impacts of the National Ecosystem Assessment Initiative (NEA Initiative).
- Develop a database for qualitative and quantitative data on the lessons learned by country partners throughout the assessment process.
- Analyse data relating to one or two project indicators and communicate the analysis and its results to the team.
- Contribute to the development of an effective system for knowledge management in the NEA (National Ecosystem Assessment) Initiative, to support efforts to identify examples of 'impact' in the NEA Initiative's work.
- Support the assessment team with any other tasks related to national ecosystem assessments.

## Requirements and Qualification

The selected candidate will be an organised and competent individual capable of independent research, writing and producing professional outputs. They will be enthusiastic, proactive, flexible, and willing to learn from colleagues. Additionally, they will have:

- Bachelor's degree in an appropriate subject, e.g. social sciences, political sciences, environmental sciences, or other relevant fields.
- Understanding of the importance of good knowledge management in the different approaches to knowledge management and qualitative data analysis and interpretation.
- Understanding and ability to navigate diverse cultural and political contexts.
- Interest in ecosystem assessments and the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES).
- Attention to detail and strong organisational skills.
- Excellent written and verbal communication skills (in English).
- Ability to work both independently and as part of a team.

# OUR OFFER

**Job Title:** National Ecosystem Assessment Intern

**Team:** Policy

**Reporting to:** Programme Officer

**Job Reference:** ITN102

**Start date:** TBC

**Salary:** GBP 9.50 per hour

**Contract:** Temporary, fixed term contract for 12 weeks, 37 hours per week (full time)

**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
- 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 they are better placed to move onto the next stage of their career.

You will attend various induction programmes, including what's critical in the first week.

You may also be able to take advantage of:

- 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.

Please note there are training opportunities for longer term employees and that many of our interns have secured longer term roles following successful completion of an internship.



## 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

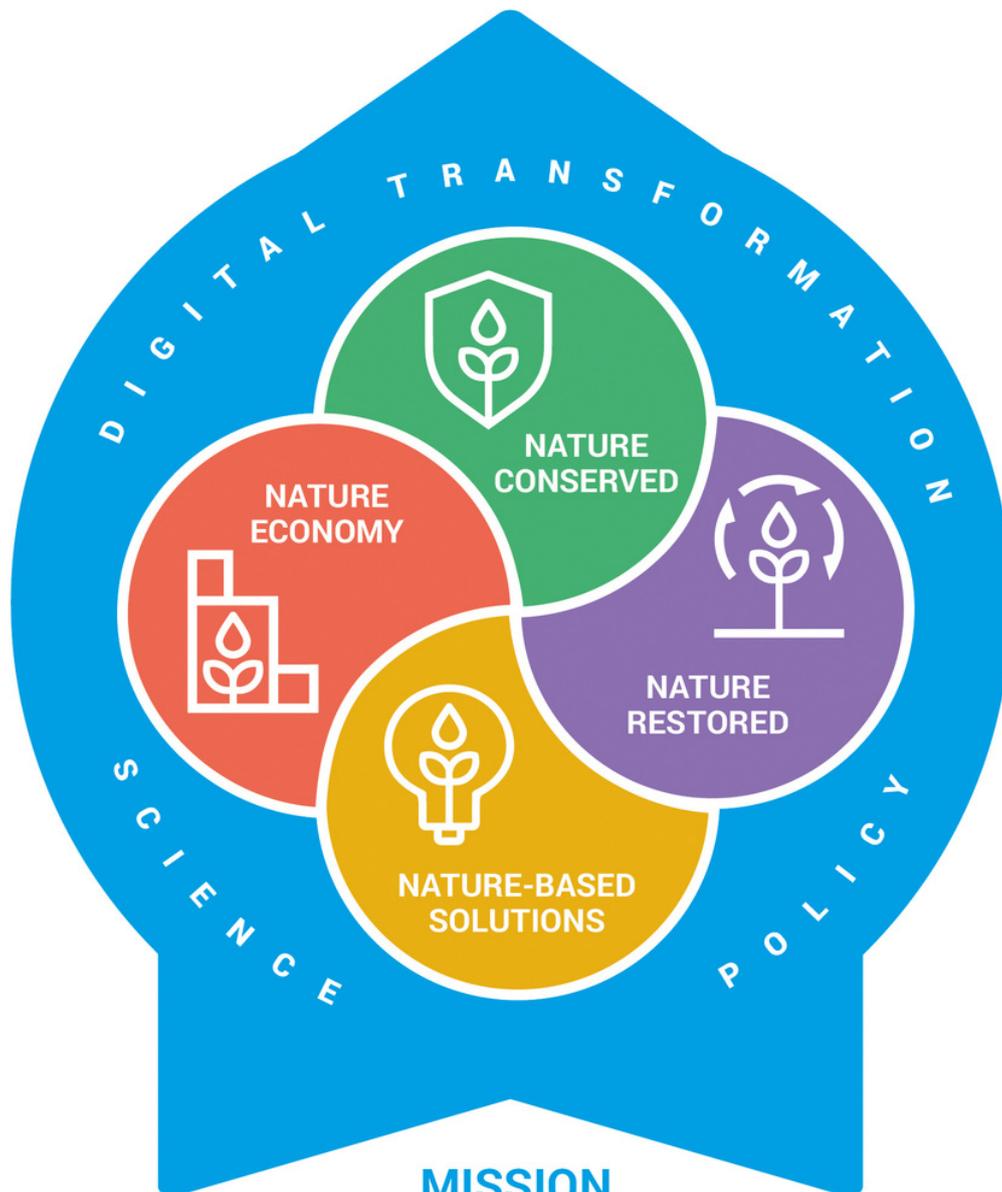


## Our strategy

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

### VISION 2050

Living in harmony with nature



### MISSION

We develop knowledge and capacity for a nature-positive world



## 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 reassignment, 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.

# HOW TO APPLY

**If you are looking for a rewarding and motivating internship where you can help shape this exciting field, we want to hear from you.**

Please send your [2 page CV](#) and a [cover letter](#) through this [link](#). Please note that an application form is 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.**



# WCMC

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[www.unep-wcmc.org](http://www.unep-wcmc.org)