



## Internship Details

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**Role title:** International Engagement Internship

**Centre:** WWT Slimbridge, UK

**Directorate:** Conservation

**Role overseen by:** International Engagement Officer

### Summary description:

We are looking for a committed and creative individual with international experience in, and a passion for, wetland conservation to help and learn from our International Engagement work. As part of WWT's small International Engagement team based at our UK headquarters, the role will be involved in all aspects of the day-to-day running of two voluntary networks, Wetland Link International (WLI) and the World Wetland Network (WWN). There is also scope to tailor aspects of the role to the individual's own background and interests.

The successful candidate will have some knowledge of wetland conservation at both international and local level, and be currently working outside the UK. She/he should have some experience of working with local groups and stakeholders to communicate wetland messages, ideally working at a wetland site, visitor centre, or NGO. Good experience of using social media, website management, and desktop publishing would also be helpful.

**Hours:** This role will take 37.5 hours a week and we are looking for someone who can commit to a placement of nine to 12 months, finishing no later than 30<sup>th</sup> June 2021.

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### Main activities:

#### Communication

- Develop WLI and WWN's social media presence, including Facebook, Instagram, Twitter etc.
- Support production of the WLI and WWN's newsletters and updates
- Produce and distribute regular news, updates and reports for WLI and WWN
- Translation for online and print outputs

#### Development

- Recruit new WLI and WWN members and develop contacts internationally
- Research and develop new resources for the team and two networks
- Assist with project development and fund-raising

## **International relationships**

- Work to maintain relations and communication with partners internationally, including multi-lateral environmental agreements such as Ramsar and AEWA (African Eurasian Waterbird Agreement), as well as with partner NGOs and governmental organisations.
- Keep up to date with funding and development opportunities internationally
- Develop joint funding and project development with international partners
- Share information and resources with partners

## **Administration / Coordination**

- Support the management of the WLI and WWN databases of contacts
- Support the recruitment process for new WLI and WWN members
- Update and add content to the WLI and WWN websites
- Assist the International Engagement manager in planning, organising and reporting on both virtual and face to face WLI meetings

This list is not exhaustive, and there may be other activities from time to time.

**Date raised:** March 2020

**Date Amended:**

## **How to Apply**

An [application form](#) can be found on the website.

Please send the completed application form and your CV to [wli@wwt.org.uk](mailto:wli@wwt.org.uk) or post it to Amy Hannan, VDO, WWT Slimbridge, Gloucestershire, GL2 7BT.

The closing date for applications is the **17<sup>th</sup> April 2020**. After this date we will consider all applications and contact those that we would like to interview, with a Skype or phone interview in the week beginning 27 April.

If you have any problems accessing or completing the application form please email [wli@wwt.org.uk](mailto:wli@wwt.org.uk)

If you have any questions regarding the role or the work of WLI please contact [Connor.Walsh@wwt.org.uk](mailto:Connor.Walsh@wwt.org.uk)

## **To be effective in this role you will need the following:**

### **Qualifications**

#### **Essential:**

- Educated to first degree or equivalent level in the area of Wetland Management, Environment management or education, international relations, or equivalent

#### **Desirable:**

- Masters in environment management or education (ideally with a wetland focus), international relations
- Some formal training in communications
- Advanced-learner level English, ability to speak one of the core Ramsar languages (Spanish, French, and Arabic) as well as mother tongue

### **Experience**

#### **Essential:**

- Computer literate with a good working knowledge of Microsoft Office
- Work within some area of environmental CEPA activities (Communication, Education, Participation and Awareness)
- Able to update and develop websites
- Use of social media in a professional context
- Good English and fluent in at least one other key WLI/WWN language (Spanish, French, Russian, Arabic or Chinese could all be considered useful).
- Have lived and/or worked abroad and able to adjust well to new cultural and social environments.

#### **Desirable:**

- Worked with wetland issues at a Wetland Centre
- Website management

### **Responsibility**

#### **Essential:**

- Able to work as part of a team, both at WWT and internationally
- Able to develop sound working relationships with partners overseas
- Able to follow instructions and use own initiative
- Able to communicate and report on activities/tasks
- Able to manage time efficiently

### **Creative Ability**

#### **Essential:**

- Able to prepare presentations and resources for use by partners/members
- Able to imaginatively use website and social media to get messages across
- Able to find new ways to recruit and support WLI and WWN members

### **Contact**

**Essential:**

- Able to communicate appropriately with other members within the department and able to work as part of a small team
- Able to work with WLI and WWN members and other partners in a professional manner
- Able to communicate appropriately with the public and be presentable
- Good interpersonal skills, in-person and online, particularly in an international context
- Able to share living space, including cooking and cleaning for oneself, with WWT placement students

**General Notes**

This is a full-time position, which will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post. This position is unpaid but accommodation and subsistence are covered (see below). There is shared transport to the wetland centre for the role, but other transport is not covered by the internship, and the local public transport provision is limited.

**Annex 1 - Conditions of Internship****1. Background**

WLI is a support network for those working at wetland education centres, and has over 300 members across the globe. It is part of the Ramsar Convention's CEPA (Communication, Education, Participation and Awareness) programme. It was set up in 1991 by WWT UK and some key partner wetland centres across the world.

WWN is a voluntary network of NGOs and CSOs that works towards amplifying their voices at Ramsar COPs.

**2. Duration**

The internship would usually run from July 2020 for a period of up to 12 months. The preferred minimum is 9 months.

**3. Payment**

The WLI Internship Programme runs on a non-remunerative basis. WWT will pay for the costs of accommodation and utility bills in the UK, and for two return tickets for the intern. WWT will also reimburse the costs of any visas or work permits required, and provide insurance during the intern's stay in the UK, plus reimbursement of some subsistence costs up to a maximum of £100 per month on receipt of expenses claim with receipts.

All other expenses will be borne by the intern themselves.

**4. Medical/Health Insurance**

The intern will be covered by WWT's insurance at work. WWT will pay for medical insurance for the intern whilst they are in the UK.

## 5. Visas and Accommodation

The intern is expected to obtain the necessary visa permits at their own efforts, but costs will be met by WWT. WWT can provide a letter of acceptance for the internship if this is necessary. Upon commencement, applicants have to show proof of valid visa that allows their participation in the internship programme.

Accommodation is provided in a shared house in a small town nearby, where the intern will have to prepare their own meals and share in household chores.

## 6. Commencement

Before starting, the intern needs to sign an internship agreement form that outlines the conditions governing the WWT internship.

## 7. Report

Upon completion of the internship, the intern will be asked to prepare a report to the International Engagement Manager, assessing the experience gained as well as their contributions made to WLI and WWN, including any suggestions for improvement.

## 8. Internship Certificate

Upon completion of the internship, the Internship certificate will be presented, recognising their efforts and contribution to WLI and WWN, and to WWT's wider efforts to protect wetlands for wildlife and people.