

# Internship Opportunity with WWF-UK's Public Affairs Team

## BACKGROUND:

WWF-UK is the world's largest and most experienced independent conservation organisation and operates in a truly global network. It plays a crucial role in influencing political decision-making on issues such as climate change, marine protection and illegal trading of endangered species.

WWF-UK is looking for an Intern who wishes to gain experience in political lobbying to join its busy public affairs team for three months.

WWF-UK's Public Affairs team lobbies on a broad range of environmental issues including climate change, aviation, deforestation, rivers and the marine environment, planning and unsustainable consumption.

The Public Affairs team consists of five employees including an administrator. You will be expected to support the team in their advocacy work across the wide variety of political and environmental issues in Westminster and Whitehall.

## JOB DESCRIPTION:

### Key duties will include:

- Political research on environmental issues
- Tracking relevant political events in Parliament and Government
- Drafting political correspondence and briefings for MPs
- Meeting with MPs and civil servants
- Helping organise Parliamentary events
- Providing administrative support to the team

## KEY REQUIREMENTS:

- Hold a degree in politics or a similar discipline.
- A good understanding of the political process and how Parliament operates
- Experience of researching complex issues and organising events

- Excellent written and communications skills
- Ability to work to tight deadlines
- Ability to work independently and in a team
- An understanding and empathy of environmental issues is desirable

LOGISTICS:

<b>Start date:</b>	19 September 2011
<b>Duration of Internship:</b>	3 months in total
<b>Frequency:</b>	5 hours per week over 5 days (Monday to Friday)
<b>Location:</b>	anda House, Godalming, Surrey GU7 1XR

Please note: - This is a paid position although travel expenses may be reimbursed.