

# WCMC

Global Wildlife Trade Internship  
Application Pack





# Thank you for your interest in the Global Wildlife Trade Internship within the Nature Conserved team at UNEP-WCMC

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) contributes to global initiatives to conserve biodiversity by providing authoritative information to decision-makers in support of the effective implementation of species-related Multilateral Environmental Agreements (MEAs), including CITES[1] and the EU Wildlife Trade regulations. This internship will support UNEP-WCMC's team with this work, particularly through research, report writing, data entry and data analysis in the context of CITES, with a particular focus on marine species.

[1] Convention on International Trade in Endangered Species of Wild Fauna and Flora.



# ABOUT THE TEAM

Our Nature Conserved team enables and empowers decision-makers around the world to take action for nature. We do this by equipping governments and partners with trusted science, data, and policy advice to support better decision-making for the benefit of people and nature. We also provide partners at the local, national and regional level with knowledge on the state of biodiversity and its threats, ensuring that it is accessible and is driving decision-making across sectors and scales. Our aim is for resilient, connected ecosystems in which species are conserved, sustaining all life on Earth.

Our dedicated team of 34 people plays a central role in high profile collaborations that are at the leading edge of efforts to deliver a nature-positive world. This includes: delivering the [Protected Planet Initiative](#), a global platform for knowledge and data on the status and trends of protected and conserved areas; our work in support of global, regional and national efforts to regulate the international trade in wildlife; our support to international efforts to promote ecological connectivity and conserve migratory species across terrestrial, marine and freshwater systems around the world; and our input to the upcoming post-2020 global biodiversity framework under the UN Convention on Biological Diversity.

We work as one organisation. While our projects, partnerships and collaborations form the basis of the Nature Conserved team's focal initiatives, they are delivered across the whole Centre.



# ABOUT THE ROLE

## Internship Description

A key aspect of the internship will be to assist with the compilation of marine species data and literature and the drafting of policy-relevant reports. The intern will also contribute to the on-going data updates of Species+, a key global database on species information[1].

In particular, the successful candidate will support UNEP-WCMC's work through:

- Contributing to projects focussed on supporting the implementation of CITES. The intern will make contributions to policy-relevant reports through analysing data and writing concise summaries of relevant biodiversity information collated from a variety of sources. Specific topics will include analyses relating to international wildlife trade and its impacts (e.g. on marine ornamental fish).
- Helping with analysis and synthesis of data and information for decision-makers.
- Updating Species+ and undertaking relevant literature searches, particularly in relation to marine taxa. This will contribute to improving our key data holdings to ensure that they are kept up-to-date in support of regional and global conservation efforts.

The successful candidate will have strong skills in report writing, literature reviews and working with biodiversity data, as well as a strong interest in wildlife trade, marine ornamental fish and international policy responses.

The internship will be hosted within UNEP-WCMC's Nature Conserved team, which coordinates UNEP-WCMC's engagement on global wildlife trade. This includes CITES, the global treaty that regulates international wildlife trade, and on whose behalf UNEP-WCMC manages several databases providing Parties with important information for implementing the Convention.

[1] See Species+ ([speciesplus.net](http://speciesplus.net))

## Learning Objectives

- Gain insights into global and regional conservation efforts, particularly in relation to global wildlife trade and efforts to conserve marine species.
- Gain experience of literature/information compilation and synthesis.
- Learn new skills and techniques for analysing large datasets and writing reports for policy-makers.
- Understand the strategy, structure, operating procedures, culture and values of an international conservation organisation.
- Gain experience of working as part of a team in a project led environment and strengthen time management skills in order to ensure tasks are delivered to deadlines.
- Increase knowledge and understanding of MEAs and the importance of the biodiversity data that underpins MEAs such as CITES.
- Gain experience with data entry and contributing to the compilation and curation of a large species-related database.
- Develop self-awareness to take initiative and be decisive in an organisational setting.



## Duties and Responsibilities

Under the guidance of Nature Conserved staff, the intern will:

- Undertake desk-based research to collate relevant scientific, policy and legislative information on species.
- Draft sections of policy-relevant scientific reports focussed on global wildlife trade.
- Contribute to the on-going maintenance of Species+, including through data entry (species names, distribution information, etc.)
- Contribute to a short feasibility project on improving the data for marine species in Species+.
- Support the Nature Conserved team with any other tasks related to on-going projects.

## Requirements and Qualification

We would expect the intern to be an organised and competent individual, capable of independent research and writing and highly familiar with data processing. The appointed individual will be enthusiastic, flexible and willing to learn from colleagues.

In particular, the intern should have:

- A Bachelor's degree or higher in a relevant environmental field.
- A strong interest in the conservation of endangered species and conservation policy, international wildlife trade and CITES.
- Strong interest in marine species, including marine ornamental fish.
- Excellent research skills, and ability to go further than web search software to obtain information on environmental laws and species management regimes in place.
- Excellent written and verbal communication skills.
- Excellent numeracy skills and high attention to detail for data entry.
- Excellent data analysis skills (experience of data analysis software, such as R, would be beneficial).
- Strong interest in global initiatives to conserve biodiversity, coupled with an interest in species taxonomy and the collation of species information into databases.
- Must be competent with Microsoft Office, including Word and Excel.
- Ability to take initiative and the ability to work both independently and as part of a team.
- An interest in data visualisation and report design, with experience of design software such as Adobe Illustrator, would be beneficial but is not essential.
- Fluency in English is essential, and fluency in French and/or Spanish is desirable.



# OUR OFFER

**Job Title:** Global Wildlife Trade Internship

**Team:** Nature Conserved

**Reporting to:** Associate Programme Officer

**Job Reference:** ITN100

**Start date:** As soon as possible

**Salary:** GBP 9.50 per hour

**Contract:** Temporary, 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
- 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



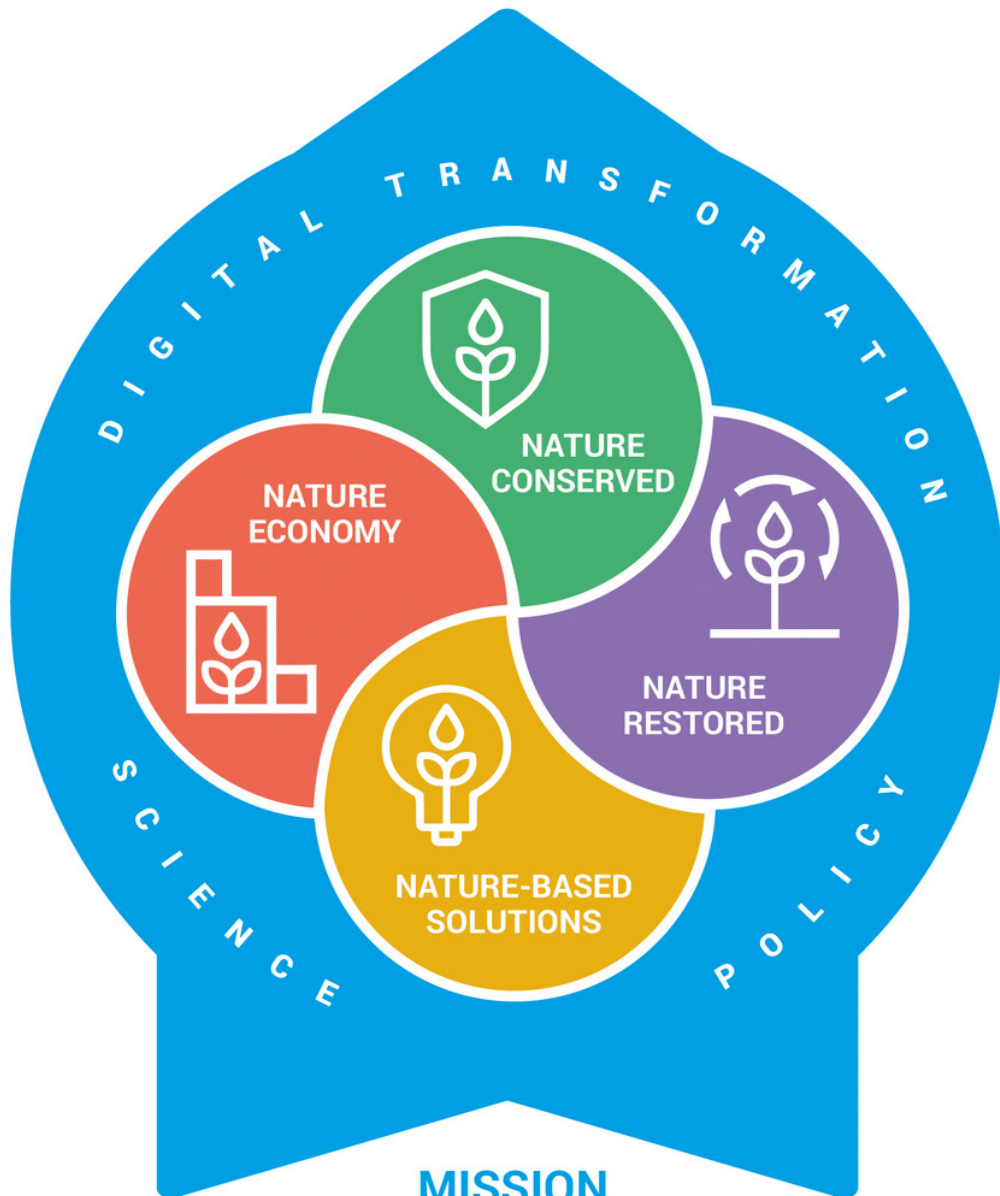


## Our strategy

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

### VISION 2050

Living in harmony with nature



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 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:** 29th March 2022





# WCMC

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