



Internship Details

Role title: Wetland Link International (WLI) Internship

Centre: WWT Slimbridge

Directorate: Conservation Department

Role overseen by: Head of WLI

Summary description:

We are looking for a committed and creative individual with international experience in and a passion for wetland conservation to help grow and develop the global WLI network. As part of the small central WLI team, based at our UK headquarters, the role will be involved in all aspects of the day-to-day running of WLI, gaining valuable insight and experience of the work of wetland centres around the world. 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 of 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 or visitor centre. Good experience of using social media, website management, and desk top 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 lasting until the 31st March 2017.

Main activities:

Communication

- Develop WLI's social media presence, including facebook, instagram, twitter etc.
- Support production of the WLI newsletters and updates
- Produce and distribute regular news, updates and reports for WLI
- Carry out translation tasks where appropriate

Development

- Recruit new WLI members and develop contacts internationally
- Research and develop new resources for WLI
- 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 NGO's 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 database of contacts
- Support the recruitment process for new WLI members
- Update and add content to the WLI website
- Assist the WLI 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: April 2016

Date Amended: May 2016

How to Apply

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

Please send the completed application form and your CV to volunteer.hq@wwt.org.uk or post it to Sarah Hall, VDO, WWT Slimbridge, Gloucestershire. GL2 7BT.

The closing date for applications is the **17th June**. After this date we will consider all applications and contact those that we would like to interview, with a Skype or phone interview on the **23rd of June 2016**.

If you have any problems accessing or completing the application form please email volunteer.hq@wwt.org.uk

If you have any questions regarding the role or the work of WLI please contact Chris.Rostron@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 or international relations

Desirable:

- Masters in environment (ideally wetlands) or international relations
- Some formal training in communications

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
- Fluent in English and at least one other key WLI language, preferably French (Spanish, Russian, Arabic or Chinese will also be considered).

Desirable:

- Working with wetland issues at a Wetland Centre
- Website management
- Fluent in both English and French as a minimum language requirement

Managerial & Supervisory

Essential:

- Able to manage volunteers, either at Slimbridge or remotely in other countries

Type of staff	Number managed	Number supervised
Permanent Staff	0	0
Volunteers / Casual Workers	0	5

Desirable:

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 members

Contact

Essential:

- Able to communicate appropriately with other members within the department and must be able to work as part of a small team
- Able to work with WLI members and other partners in a professional manner
- Able to communicate appropriately with the public and be presentable
- Good interpersonal skills, particularly in an international context

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 (including utility bills) is provided along with reimbursement of some subsistence costs up to a maximum of £100 per month on receipt of expense claims with receipts.

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.

2. Duration

The internship would usually run from April-March for a period of 12 months. Due to delays in advertising this year, the post is likely to run until the end of March 2017

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 cover the costs of any visas or work permits required and insurance during the intern's stay in the UK plus reimbursement of some subsistence costs up to a maximum of £200 per month on receipt of expense claims with receipts. All other expenses will be borne by the intern him or herself.

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 his/her 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.

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 head of WLI, assessing the experience gained as well as his/her contributions made to the WLI programme, including any suggestions for improvement.

8. Internship Certificate

Upon completion of the internship, the Internship certificate will be presented by the WWT Chief Executive, recognising his/her efforts and contribution to the WLI programme, and to WWT's wider efforts to protect wetlands for wildlife and people.