

**Role:** Intern - Project Officer

**Location:** Central London (partially office-based, partially home-based)

**Position:** Contract, part-time (initially three months, with possibility of extension)

**Salary:** Competitive (London Living Wage)

**Closing Date:** Until a suitable candidate is found

## About Climate Strategies

Climate Strategies a not-for-profit organisation and constitutes of a network of climate policy researchers to produce innovative, cross-cutting and policy-relevant research. Climate Strategies seeks to provide analysis relevant for all stakeholders and above the interests of any individual government, company or institution.

We have an exciting opportunity for a **three month internship** working as a project officer. This is a **part time position**, initially for **three days a week**. **There is potential for a contract to be offered beyond the extended internship period**, depending on the organisations' needs and candidate's suitability and performance.

## The Role

We are looking for someone who is **enthusiastic, hardworking, organised and self-motivated**. A **strategic mind-set** is important as we are a small team working across a diverse range of roles, aiming to achieve large goals. The role offers opportunity to gain experience across multiple different areas of project work. The ideal candidate will be proactive, committed, flexible and a quick learner.

The role will assist all team members within our small organisation but will be managed and report directly to one of our **Programme and Communication Managers**.

## Responsibilities will include (but not limited to):

- **Fundraising** - Contribute to proposal writing and preparing funding applications for research projects, and support on-going efforts of general organisation funding
- **Project Delivery** - Play a key role in assisting tasks in our current project portfolio
- **Administration** – Tasks will vary day-to-day but may include assisting with office management (paperwork, answering the office telephone etc.), scheduling and preparing invitations to meetings, travel and logistical arrangements

- **Events** – Assist with preparations for the upcoming UNFCCC COP24, including planning events and marketing

### Key requirements:

- **Graduate** in a relevant degree (climate, environment, sustainability, international policy etc.), relevant work experience an advantage;
- Knowledge and understanding of **project management** and experience of working in a project environment;
- Knowledge and experience of project bid writing/preparation (e.g. EU's Horizon2020, World Bank, philanthropic foundations) an advantage;
- Advanced knowledge of and practical experience using **Microsoft** (Word, Excel, Powerpoint), **internet based tools** (Wordpress, MailChimp, teleconferencing etc.) and **social media** (Twitter, Facebook, LinkedIn);
- **Fluency in English** (both written and verbal), other languages an advantage;
- Ability to engage and **communicate effectively** with external stakeholders;
- **Outstanding organisation** and time management skills, with the ability to prioritise tasks;
- Positive, creative and flexible approach to problem solving;
- Self-starter who can oversee projects from start to finish;
- Willing and able to work remotely part of the time.

### How to Apply

Interested candidates should submit their CV alongside a short covering letter (max. one page), explaining why you are the right person for this role, to: [admin@climatestrategies.org](mailto:admin@climatestrategies.org). Please note that you must have the legal right to live and work in the UK.

We are looking for the intern to start in **early September 2018**. Recruitment will be on-going until a suitable candidate has been found, so we would encourage you to apply as soon as possible.

The position will require the candidate to commute to London. The role will require some work to be based at the Climate Strategies office (Central London) and some home/remote-based work.