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JOB DESCRIPTION

Position title: Policy Intern
Reports to: Global Policy Officer
Date: December 2018

I. Mission of the Department: To unite the WWF Network and partners and create the right environment to deliver the WWF Global Conservation Programme, primarily through support and integration of the Global Practices. To drive strategic coherence across the nine Practice areas and enabling them all to work towards the bigger picture. To work with the WWF Network and partners to achieve a New Deal for Nature and People that will consist of the adoption, by countries, in 2020, of a strong mechanism, supported by all stakeholders and key players, to address nature loss and to reverse its decline by 2030.

II. Major Functions: Support the policy work of the Global Policy and Advocacy Team.

III. Major Duties and Responsibilities:

- Undertaking internal website migration, organization and maintenance
- Undertake an inventory of WWF policies and positions
- Support production of daily newsletter
- Undertake background research for policy briefs

IV. Profile:

Required Qualifications

- Undergraduate students/ Bachelor's degree in international affairs, economics, development, social, foreign, economic, governance or environmental studies or other related field

Required Skills and Competencies

- Highly computer literate, competency in use of Google Suite applications, especially Sites;
- Ability to undertake desktop research
- Ability to work both independently and in a team setting
- Excellent writing skills, with the ability to be concise and to the point
- An interest in sustainable development and conservation
- Good communication skills, with spoken and written fluency in English
- Adheres to WWF's values, which are: *Knowledgeable, Optimistic, Determined and Engaging*

V. Working Relationships:

Internal - Policy and advocacy staff and conservation leaders in a devolved global network of related conservation offices

External – none required

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.