



Student Placement Description and Person Specification

EU & International Policy Volunteer

Overview:

We are seeking an ambitious, forward-thinking and enthusiastic volunteer who possesses a keen interest in conducting institutional research, compiling and analysing data to support Born Free's external stakeholder engagement and policy advocacy initiatives at EU and international level.

Objectives of the role:

1. Conduct institutional research to obtain relevant background information and updates on EU and international policy stakeholders (with a focus on newly elected members of the European Parliament, the European Commission, Permanent Representations and other key EU institutions and agencies, as well as active UN and governmental stakeholders within various Multilateral Environmental Agreements where Born Free is involved, including but not limited to the Convention on International Trade in Endangered Species (CITES), the Convention on Biological Diversity (CBD), and the Convention against Transnational Organised Crime (UNTOC)).
2. Compile data, perform stakeholder influence mapping and support the monitoring of the stakeholders' data intelligence by creating and/or updating existing contact lists and consolidating datasets from multiple sources.
3. Assist the Policy team with delivering a range of policy, engagement, and communications activities such as the production of e-content for Born Free's digital platforms and of other policy communications material, the organisation of events, the coordination of internal and external meetings.
4. Assist in fulfilling other duties to support Born Free's EU/international policy team in its day-to-day work.

Benefits:

You will have the opportunity to:

- Develop your skills, build your portfolio and grow your professional network
- Make a meaningful contribution to promoting wildlife conservation
- Develop experience in EU and international policy advocacy, project management and wildlife protection
- Be part of a passionate, supportive team.

Person Specification:

Education and Experience:

- Currently enrolled in a bachelor's and/or master's degree, or equivalent, in EU affairs/law/international relations/public policy or a related field.

Knowledge and Skills:

- Proficiency in English (aptitude in another language is an asset)
- Strong research, communications and writing skills
- Excellent organisational and analytical skills and attention to detail
- Ability to work independently and proactively



- Ability to produce high quality work in a fast-paced environment
- IT proficiency: extensive knowledge of the Microsoft Office Package (Excel in particular)
- Strong interest in wildlife conservation, animal welfare and European and international policy
- Capability to maintain a high degree of confidentiality
- Knowledge of EU institutional structures, online resources, and relevant publicly accessible databases, would be an advantage

Agreement details:

This is a voluntary position with no financial remuneration.

Out of pocket expenses will be reimbursed, for pre-agreed expenditure and travel incurred in the process of performing activities on Born Free's behalf, in line with Born Free's expenses policy.

Time commitment: Ideally, we're looking for someone who can commit 25 hours per week for 2 to 3 months, starting from September 2024 (however, start date is flexible to suit candidates' academic schedules).

We usually work between 9am and 5pm but this role could be flexible around other commitments.

Location: The position is home-based remote working, with regular virtual meetings with key contacts within Born Free.

Key contacts:

The role reports directly to the International Policy Manager. Key internal staff relationships include, but are not limited to, the EU Policy Officer, the Head of Policy and other members of the team as relevant.

How to apply:

Interested candidates should submit a CV and cover letter as soon as possible to adeline@bornfree.org.uk and elodie@bornfree.org.uk. Please use "Born Free Policy Volunteer" in the email subject line.

Deadline to submit applications: **20 August 2024**. Candidates are encouraged to apply early as applications will be processed on a rolling basis.

Please note that your application will only be considered if you are enrolled as a student for the entire duration of the internship. Only short-listed candidates will be contacted.