

Internship Position – Policy and Advocacy Support Officer

As part of its goal to conserve Ireland's birds, their habitats and wider biodiversity BirdWatch Ireland carries out a range of policy and advocacy activities. We are looking for a suitably qualified person to join our Policy and Advocacy Division as an Intern supporting our diverse range of work areas including ending overfishing, agricultural policy, renewable energy, campaigning work, casework and reviewing planning applications and lots more! This is an exciting opportunity to join a dedicated team of people working to protect birds and other biodiversity in Ireland.

Internship Details:

- **The post is an intern position; no salary is available.**
- The position will operate on a part time basis (3 - 4 days per week subject to negotiation) and flexible arrangements will be considered.
- The successful applicant would stand to gain experience in contributing to the development of critical policy positions, casework and writing submissions, campaigning and communicating the importance of nature conservation in Ireland and work with a range of stakeholders including BirdWatch Ireland supporters and Branches, as well as engaging with a range of sectors with a role to play in bird conservation.
- A detailed work programme would be developed to provide structure to the internship and ensure development of experience and delivery of work outputs.
- Supervision and instruction will be provided by BirdWatch Ireland's Assistant Head of Division-Policy and Advocacy and BirdWatch Ireland's Policy Officer. A range of expertise from within the staff, branches and volunteer network of BirdWatch Ireland will also be available to the intern.
- The intern would be based in Kilcoole, Co. Wicklow with the potential to work from home from time to time if required and with agreement with the intern's supervisor.

Specific tasks and responsibilities

A detailed work programme would be developed depending on the expertise of the successful applicant, but a range of tasks are identified here by way of example

- Contributing to the development of policy positions and statements.
- Maintaining planning-related casework and drafting of submissions and responses to policy development consultation calls in the areas of agriculture, marine and climate/energy policy
- Research on various topics and investigative work
- Writing articles for various BirdWatch Ireland media including *Wings*, *eWings*, etc.
- Drafting materials for campaigns and policy work
- Contributing to development of education, outreach and events programmes and funding proposals
- Supporting wildlife queries, administrative tasks at peak times etc
- Compiling information about our work at local and national level for dissemination amongst supporters
- Other policy related work subject to discussion and agreement with the successful applicant

Person Specification

BirdWatch Ireland seeks a suitably qualified person who is highly motivated and has a range of skills and attributes to bring to the BirdWatch Ireland Team

- **An undergraduate or postgraduate qualification in the environmental field**, e.g. ecology, zoology, environmental science, environmental management, biodiversity etc.
- **Knowledge and experience of environmental issues and in particular on biodiversity in Ireland:** Applicants should have knowledge of a range of environmental and wildlife conservation issues in Ireland. If the applicant has basic knowledge of Appropriate Assessment of Environmental Impact Assessment, that would be advantageous.
- **Written and Verbal Communication skills:** Applicants should have good written skills as well as the ability to research, analyse and synthesise information and draw on the expertise of others including staff within BirdWatch Ireland and the BirdLife International partnership as well as volunteers, Branches, members.
- **A team player:** The ability to work effectively as part of a busy team and use web-based and social media are important.
- **Good computer skills:** The applicant should be familiar with the Microsoft work packages. Experience with Microsoft Access would be helpful.

Remuneration

This is an intern post and no salary is available. Minimal subsistence will be provided to cover partial travel costs depending on geographical arrangements. Any costs incurred as part of the post requirements will be agreed by line management and subject to the budget available.

How to apply

Please complete the application form available on the BirdWatch Ireland website (www.birdwatchireland.ie). **Please do not send CVs.**

Application forms should be sent to oduggan@birdwatchireland.ie (please put "Intern – Policy & Advocacy Support" in the subject box) or by post to BirdWatch Ireland, Unit 20 Block D, Bullford Business Campus, Kilcoole, Co Wicklow.

Any further queries regarding this post should be directed to Oonagh Duggan, Assistant Head of Division- Policy and Advocacy (oduggan@birdwatchireland.ie)

There will be an interview as part of the recruitment process.

The deadline for applications is **Monday October 2 at noon 2017**