



WILDLABS.NET

[The conservation technology network]



**FAUNA & FLORA
INTERNATIONAL**



WILDLABS Internship, FFI

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International's vision is a sustainable future for the planet, where biodiversity is effectively conserved by the people who live closest to it, supported by the global community. Our Mission is to conserve threatened species and ecosystems worldwide, working with partners to deliver local solutions that are scientifically robust and enhance human well-being. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

WILDLABS

Launched in 2015, [WILDLABS](#) is the first global, open online community for conservation technology. The **WILDLABS** online platform enables conservationists (including those based in the field) to connect directly with technology experts, to explain the challenges they face and source technological solutions to these problems. Connecting with users on the ground also helps technologists to test their ideas in field environments, and to adapt them to ensure maximum possible impact. The mission of **WILDLABS** is to catalyse collaboration to accelerate the development and scaling of technology solutions for conservation impact. The collaboration's vision is that affordable and effective conservation technology is available to everyone working to secure a sustainable future for our planet.

The Opportunity

FFI is offering a paid internship for a three-month period from September-November 2021.

We are looking for a passionate and pro-active individual with proven interest in the following areas:

- Conservation technology
- Virtual event facilitation
- Learning and knowledge exchange via a community of practice

We require team players with ability also to work on their own initiative. They will have strong interpersonal and communication skills, including the ability to liaise across teams and cultures.

Note that this internship has been designed to create a professional development opportunity for people who are new to the conservation sector. Therefore applicants should have less than three years' paid or unpaid experience in the conservation sector (not including academic work).

Terms and Conditions

| | |
|------------------------------|--|
| Start Date: | September 2021 |
| Duration of Contract: | Three months |
| Probation Period: | One month |
| Salary: | £18,000 pro rata |
| Location: | Fauna & Flora International, David Attenborough Building, Cambridge |
| Benefits: | 25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed Group Life insurance, currently set at a benefit of 4 x basic salary |
| Hours of Work: | This is a full-time position working 37.5 hours per week, Monday to Friday inclusive |

Role Summary

Community is at the heart of the WILDLABS partnership, a leading initiative channelling critical expertise to catalyse the development, implementation and scaling of technology to deliver conservation outcomes. Reporting to our WILDLABS.NET Community Manager, this internship focuses on supporting delivery of a series of 'how-to' live streamed video sessions featuring conservation technology experts offering practical tips, as well as supporting the launch of our first global State of Conservation Technology Report. We are looking for an intern with excellent communication skills who has some familiarity with conservation technology for this role.

We would like an intern to work closely with our WILDLABS-WWF team to deliver the third season of the [WILDLABS Tech Tutors](#), a weekly series of short, live streamed video sessions focusing on the "How do I do that?" questions of conservation tech. Featuring a rotating variety of tech topics and conservation themes, this tutorial series provides quick, practical, and interactive answers to questions like "how do I repair my hardware in the field?", "how do I get started training a machine learning model?", "how do I launch my own citizen science platform to analyse my new data?", or "what do all these settings on my new camera trap system do?" With short 30 minute livestream tutorials and 30 minute open Q&As designed to fit nicely into a lunch break, the series is a great chance for WILDLABS community members to connect with experts and get advice on tricky tech topics, gather new DIY ideas, learn the best troubleshooting techniques, and find out what tools friends in the WILDLABS community recommend. We would like an intern to help deliver our next series. You will get expert training from our team in the effective facilitation of online events

(including facilitation opportunities during the season), develop your knowledge of conservation technology, and grow your professional network.

We would also like the intern to support the launch of the State of Conservation Technology Report, a project which aims to provide a broad snapshot of the state of conservation technology, and will synthesise knowledge into a report generated by a global community working to advance technology applications in conservation. We would like the intern to support communications around the launch of the Report, which will include sourcing media, case studies and interviews with experts in conservation technology within our community.

Specific Responsibilities

WILDLABS Tech Tutors: Season Three

Event Planning and Delivery

- Coordinate speakers and their submission of supporting content for each episode, including test call with speaker(s) in the week before event
- Manage content for emails, website, Eventbrite and social media for episodes on a set schedule, in line with WILDLABS brand guidelines, coordinating with WILDLABS editorial team to manage editorial schedules
- Go through training with WILDLABS team on effective facilitation and gain understanding of key roles in a facilitation team
- Provide facilitation support during events in partnership with WILDLABS WWF-US Intern (or Community Manager), inc. collaborative notes
- Lead events as key facilitator (after training with WILDLABS team)
- Support participants to follow up with connections and keep track of impacts of the series (e.g. new collaborations, projects, etc.)

Reflective Reporting

- Capture lessons learnt delivering the series and update procedure documents for future events
- Write a report of the series, including key metrics (no. of attendees, countries, etc.) and qualitative impacts (e.g. new collaborations)
- Publish experience of planning and delivering Tech Tutors 3, including lessons learnt about best practice for event delivery

State of Conservation Technology Research

- Work with the WILDLABS team and researchers at Colorado State University to continue our research into the State of Conservation Technology. Support the delivery of the 2021 community survey, including identifying and providing outreach to potential participants, and working with the WILDLABS Officer to code early data
- Support the WILDLABS Officer with the launch of the 2020 State of Conservation Technology Report. This could include reviewing, editing and writing blog posts and other communications (e.g. interviews with key conservation leaders), identifying key stakeholders for outreach, and supporting a virtual launch event

General

- The intern will also work with the WILDLABS team to support the research and engagement of the global conservation technology community as required
- Undertake any other tasks commensurate with the position that may be requested of you, from time-to-time, by your Line Manager

Person Specification

| | Essential | Desirable |
|---------------------------------|--|---|
| Skills | <ul style="list-style-type: none">• Excellent interpersonal and communication skills (written and verbal), including ability to liaise across teams and cultures• Ability to plan, organise and prioritise workload• Fluent written and spoken English | |
| Knowledge and experience | <ul style="list-style-type: none">• Direct experience applying conservation technology | <ul style="list-style-type: none">• Experience in planning/ managing/ facilitating workshops and events |
| Behavioural qualities | <ul style="list-style-type: none">• Open to learning and able to pick up new skills quickly• Builds positive working relationships• Team player, also able to work independently and use own initiative• Flexible to respond to demands of operating across different cultures and time-zones• Commitment to FFI's values• Interest in and empathy with FFI's mission | |
| Other | <ul style="list-style-type: none">• Entitlement to work in the UK• Access to a personal laptop | |

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a cover letter and a full CV should be submitted via email to: internship@wildlabs.net

Please mark your application '**[YOUR NAME] WILDLABS Internship**'.

The closing date for applications is **10th September, 2021**

Interviews will be held during the week commencing 20th September, 2021. Due to the Covid-19 outbreak, we anticipate that interviews will be held remotely.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity