

## **Ecosystems Knowledge Network role description: Data Analysis Internship, March 2019**

This document sets out the criteria of an internship agreement (“internship”) to be run by the Ecosystems Knowledge Network beginning in March 2019.

### **The Ecosystems Knowledge Network:**

We are a UK-wide knowledge sharing network aimed at involving people in putting the environment at the heart of decision-making. We promote the holistic and inclusive management of the environment by:

- involving local people in decision-making
- considering the environment as a system
- valuing the services nature gives us

The services we offer to our free-to-join membership are online resources and case studies, monthly webinars and regular face-to-face training days and conferences. We bring people together from across sectors including the built environment, local government, conservation, health and economics, promoting interdisciplinary thinking and collaboration. We currently represent a growing membership of over 1700 people across the UK.

### **The role:**

The internship will involve 10 working days beginning in March 2019. These days will likely be spread across a two week period, with some flexibility in their distribution, which will be agreed with the successful applicant prior to their start date.

The purpose of the role is to provide data analysis of the results of the Ecosystems Knowledge Network annual membership survey.

The information gleaned from this analysis will be presented to trustees in their annual meeting this April, as well as being used actively to inform future Network operations.

The successful candidate will be reimbursed for their time at a rate of £90 per day on a self-employed basis. This will include the costs of any travel, accommodation or software incurred by the successful applicant during their time in the role.

It is possible to carry out this role remotely, however it is preferable that applicants will be available for one face-to-face briefing at our office in Oxford at the beginning of their role.

Internships may be offered by the Ecosystems Knowledge Network covering a range of topics. If you wish to be contacted regarding future roles please indicate this by contacting us at [info@ecosystemsknowledge.net](mailto:info@ecosystemsknowledge.net).

### **Applicant criteria:**

An applicant must:

- Be available to carry out the described work beginning in March and finishing no later than the 5<sup>th</sup> of April 2019

An applicant should:

- Have some experience in data analysis
- Be able to grasp the multiple purposes of an annual survey
- Possess strong written communication skills

Higher quality applicants will:

- Have a demonstratable interest in the UK environment
- Be aware of the way a small charity operates

**The application process:**

Applicants are asked to submit a CV and cover letter (of no more than one page in length) to be addressed to Dr. Bruce Howard.

Applications are to be submitted by email attachment to [info@ecosystemsknowledge.net](mailto:info@ecosystemsknowledge.net).

The deadline for applications is 12 noon on the 1<sup>st</sup> of March 2019.

After applications have closed applicants will be contacted regarding the success of their application.

If you have any questions about the application, or applications process please contact us at [info@ecosystemsknowledge.net](mailto:info@ecosystemsknowledge.net).

To find out more about the Ecosystems Knowledge Network, and to register for free as a member, visit <http://ecosystemsknowledge.net>. The Ecosystems Knowledge Network is a Charitable Incorporated Organisation, registered with the Charities Commission for England and Wales (No. 1159867).