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**Job Description**

This is an exciting opportunity to be part of the Climate Governance Initiative team, which works to support and accelerate climate action on boards. The opportunity is based at the Centre for Climate Engagement, Hughes Hall.

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| **Job Title:** | Operations Support Intern, Climate Governance Initiative |
| **Department:** | Centre for Climate Change Engagement (CCE) |
| **Reporting to:** | Sylvie Baird, Head of Operations, Climate Governance Initiative |
| **Contract Type** | Worker statement of engagement |
| **Probation Period** | NA |
| **Salary and Benefits:** | Pay £12.43 per hour  Equivalent of 4 weeks – (150 hours)  Staff meal entitlement when onsite at Hughes Hall. |
| **Eligibility** | The internships are open to undergraduate and post graduate students (up to one-year post-completion of undergraduate degree). |
| **Working Pattern:** | Interns will conduct 4 full weeks (37.5 hours per week) of research between June to September. The specific duration and timing to be arranged between the researcher and CCE prior to starting. Interns can choose the days/weeks that they work, and these do not have to be consecutive.  The internship may be undertaken remotely. |

# Hughes Hall

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, and one of just four of these Colleges dedicated to undergraduates aged 21 and over and postgraduates. A mission of the College is to use academic learning to bring about real change and growth in the world.

Hughes Hall hosts a number of Bridge Centres, which aim to bridge academic, policy and professional worlds. The [Centre for Climate Engagement](https://www.hughes.cam.ac.uk/academic/the-bridge/bridge-centres/ccce/) is one of these centres, along with [Cambridge Digital Innovation](https://www.hughes.cam.ac.uk/academic/the-bridge/bridge-centres/cdi/), [Oracy Cambridge](https://www.hughes.cam.ac.uk/academic/the-bridge/bridge-centres/oracy/), and the[Digital Education Futures Initiative](https://www.hughes.cam.ac.uk/academic/the-bridge/bridge-centres/defi/). These centres are focal points for the wider development and application of a number of special research activities and projects.

The Hughes Hall [website](https://www.hughes.cam.ac.uk/) contains further information about its history, people, work, and values.

# Centre for Climate Engagement

The Centre for Climate Engagement at Hughes Hall was established in 2019 to rectify the lack of engagement in climate change mitigation in the corporate community, particularly boards. The Centre plays a unique role in bringing leading academic research to a targeted non-executive director audience in a format that enables change. Support for cutting edge research in climate law, governance, disclosure and organisational change – priority areas for boards driving climate action – informs the work of the Centre. Its leading research translation and knowledge brokering expertise turns that evidence into action.

The Centre provides the Secretariat function for the Climate Governance Initiative. The World Economic Forum established this Initiative in 2019, in response to climate change and the challenge this brings to business, together with a set of guiding principles to help boards and senior management consider the quality of climate governance at the organisations they oversee and identify aspects in need of development. The Climate Governance Initiative is now implemented by the Centre for Climate Engagement, in collaboration with the World Economic Forum.

The Climate Governance Initiative supports the growth of groups of board directors around the world to form networks, known as Chapters. There are now 23 such Chapters, including Chapter Zero in the UK. The Secretariat plays a significant role in both maximising the impact and collaboration of existing chapters and accelerating the development of new ones.

# Internship purpose

# Globally there are numerous surveys run which collect potentially useful information. This role would support us in increasing our understanding from these of both what elements are being measured, and could therefore be used to track progress and how to focus efforts for the greatest impact.

# Role Responsibilities

# Various surveys looking into the actions directors are taking in the boardroom. However, these are not standardised. This internship role will contribute to the survey project by providing valuable comparisons and by summarising the questioning methodologies and results from a number of these key surveys.

The Survey Intelligence Support portion of the internship will be working with the with Jacquie Storey - Team Coordinator as first point of call and supervisor, and with Sylvie Baird - Head of Operations, as team lead.

# Specific Outputs/Deliverables

# Key outputs and deliverables for this internship programme include:

Specific outputs/deliverables include:

1. Using desk-based research and existing collected materials to create a listing, analysis and summaries of surveys on or relating to Climate Action in the boardroom.
2. Creating an index of the surveys along with what was measured.
3. A summary document of conclusions identifying regional and global trends.
4. A set of signposts for future surveys and how they might be gathered and how they might feed into the analysis completed this year.

# Mentoring and feedback

In addition to gaining research experience, developing an understanding of climate governance from a global perspective and contributing to one of the CGI’s key outputs, this internship will provide useful mentorship and networking opportunities. The CCE team will offer guidance and answer questions throughout the project.

This is a unique opportunity to gain valuable mentoring and work experience with a high-performing team of professionals working across chapter relations, research, communications, administration, and at the executive level.

Feedback will be provided following regular progress reporting updates identified within the internship period. There will be regular check-ins to discuss their progress, address any questions or concerns and provide guidance on tasks. These meetings can also serve as opportunities for the interns to share their insights and findings.Provide feedback on work done: Offer feedback on the intern’s work regularly (weekly), focusing on what they are doing well and areas for improvement.

While this internship can be undertaken remotely, researchers will also have the chance to meet each other and the CCE team in Cambridge where possible.

# Person specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Current or recently graduated student with permission to work in the UK |  |
| **Skills, knowledge, experience** | * Ability to work well within a multi-disciplinary team * Interest in non-profit organisations and marketing * Good understanding of Word, Excel, and databases * Basic knowledge of climate change and the net zero transition * Ability to write clearly and concisely | * Experience working on an extended research project * Some experience of survey methodologies * Some business experience * Presenting data in graphical formats |
| **Personal attributes** | * Enthusiastic about climate action * Keen learner willing to delve into unfamiliar topics * Self-motivated * Attention to detail |  |

# Screening Check Requirements

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](https://www.gov.uk/prove-right-to-work) will be required to access this status online.

* [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](https://www.jobs.cam.ac.uk/right/lista.html)
* [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](https://www.jobs.cam.ac.uk/right/listb.html)

# Application Process

To submit an application for this vacancy, please complete the [Application Form](https://climatehughes.org/wp-content/uploads/2024/04/ApplicationFormStudents2024.docx).

Please also send details of a referee and their contact details (your supervisor, if you are a student).

If you are a current student, please also send in a completed and signed [Tutor Permission Form](https://climatehughes.org/wp-content/uploads/2024/04/CCE-Tutor-Authorisation-Form-2024.docx) with your application.

**All documentation should be emailed to climate@hughes.cam.ac.uk**

The closing date for applications is **31 May** at midday BST. Shortlisted candidates will be asked to complete a written exercise as part of the selection process.

Enquiries and applications should be addressed to climate@hughes.cam.ac.uk.

**Please refer to the guidance: working whilst studying.** [http://www.cambridgestudents.cam.ac.uk/your-course/graduatestudy/your-student-status/working-while-you-study](https://www.cambridgestudents.cam.ac.uk/your-course/graduate-study/your-student-status/working-while-you-study)

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Hughes Hall,

April 2024