



This is an exciting opportunity to be part of the Climate Governance Initiative team, which works to support and accelerate climate action on company boards around the globe.

### [About the Climate Governance Initiative](#)

The Climate Governance Initiative (CGI) is a non-profit, driven by a global community of Non-Executive Directors focused on making climate a boardroom priority. We build on the World Economic Forum's [Principles for Effective Climate Governance](#).

CGI's global network of board directors, organised into 33 regional and national Chapters across 73 countries, offers unique insights into effective climate governance, through learning and sharing of best practice.

- We deliver effective climate governance content through courses, events, networking, and a Climate Governance Hub of information to help board members implement the World Economic Forum's **Principles for Effective Climate Governance**.
- We strengthen the network by helping Chapters to build a robust community of climate board leaders, advocates and supporting partners, focusing funding and partnership to deepen our impact.
- We drive focused, impactful growth by concentrating on the most critical economies to increase our global climate impact. We work with global partners, including the World Economic Forum, International Finance Corporation, European Bank for Reconstruction and Development, Deloitte, BCG and Egon Zehnder.

Initially hosted by Hughes Hall (a College of the University of Cambridge), the CGI is now part of Chapter Zero Alliance, a charity registered in England and Wales.

Internship role	Capacity Building Intern (SE Asia)
Department	Knowledge Exchange
Contract Type	Worker statement of engagement
Internship Duration	37.5 hours (20 days)
Salary	Pay £12.68 per hour
Working pattern	Interns will conduct 4 full weeks (37.5 hours per week) between June to September.

	The specific duration and timing will be arranged between the individual and their manager: interns can choose the days/weeks that they work, and these do not have to be consecutive. The internship may be undertaken remotely. No sponsorship will be offered for this internship.
Eligibility	Open to undergrad and post grad students currently studying at a UK University (up to one year post-completion of undergraduate degree).

### Internship purpose

Desktop review of what would support capacity building of board directors on climate governance, to support our thinking on what materials and content we create. The work could also involve gathering country-specific data on companies and specific NEDs for Southeast Asia

### Role responsibilities

- Desktop research to understand the resources required to support board-level climate action in the ASEAN region
- Identify the largest companies in the ASEAN region by market cap and environmental impact, and the non-executive directors serving on the boards of each
- Join calls with internal team members and external stakeholders where relevant
- Support the Engagement Team on other relevant projects and operational tasks as applicable.

### Any specific outputs/deliverables

- Deliverables will meaningfully contribute to an ongoing project to increase CGI's impact and reach across ASEAN economies, particularly Malaysia, Singapore, Indonesia, the Philippines, Thailand, and Vietnam. Example tasks include stakeholder mapping, gap analysis, and literature review.
- List of the largest publicly listed companies and state-owned enterprises in the ASEAN region, as well as the non-executive directors serving on the boards of each, where such information is publicly available.
- Curated list of materials shedding light on what resources might support capacity building of board directors on climate governance, as well as a summary of the relevant insights in each.

### Mentoring and feedback

In addition to gaining valuable experience, developing an understanding of climate governance from a global perspective and contributing to one of the CGI's key projects, this internship will provide useful mentorship and networking opportunities. The CGI 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 engagement, knowledge exchange, 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 progress, address any questions or concerns and provide guidance on tasks. These meetings can also serve as opportunities for the intern to share their insights and findings. The meetings will provide feedback on work done: 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, you will also have the opportunity to meet other interns within the programme.

### Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Current or recently graduated student (up to 1 year post), with permission to work in the UK</li> </ul>	
Skills, knowledge, experience	<ul style="list-style-type: none"> <li>• Ability to work well within a multi-disciplinary team</li> <li>• IT literate including a good understanding of Word, Excel, and databases</li> <li>• Basic knowledge of climate change and the net zero transition</li> <li>• Ability to write clearly and concisely</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working on an extended research project</li> <li>• Able to present data in graphical formats</li> <li>• Strong research and analytical skills.</li> <li>• Excellent oral communication and organisational skills.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Enthusiastic about climate action</li> <li>• Keen learner willing to delve into unfamiliar topics</li> <li>• Self-motivated</li> <li>• Attention to detail</li> </ul>	

### Screening Check Requirements

Any offer will be subject to Chapter Zero Alliance verifying that you are eligible to work in the UK. 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](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](#)

## Application Process

To submit an application:

- Complete the [Application Form](#)
- Send details of a referee and their contact details. If you are a current University of Cambridge student, please also send a completed and signed [Tutor Permission Form](#) with your application.

All documentation (and any questions) should be emailed to [recruitment@chapterzeroalliance.org](mailto:recruitment@chapterzeroalliance.org). Please use the internship role title as your email subject line.

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.