



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 more than 70 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	Event Communications & Digital Analytics Intern
Department	Communications
Contract Type	Worker statement of engagement
Internship Duration	Between 150 – 187.5 hours (20- 25 days)
Salary	Pay £12.68 per hour
Working pattern	Interns will conduct 4 - 5 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

This internship will comprise of two sections of work.

### Section One

- Providing social media and communications support to the coverage of the CGI Geneva conference in June.

### Section Two

- Analysing which digital reporting statistics are needed from each CGI team and creating one to two-page guidance documents on how to easily extract them from Google Analytics and other platforms.

## Role responsibilities

- Researching details of the Geneva conference and its key attendees in order to develop a good working familiarity with the subject matter.
- Planning, drafting and publishing social media posts pre-, during and post-event.
- Contributing to discussions within the Communications team of suggested content for the above posts.
- Monitoring the Climate Governance Initiative's social media channels (primarily LinkedIn) for comments and other audience interactions during this period.
- Liaising with Climate Governance Initiative staff, other event organisers and any event photographers present at the conference as needed, to obtain necessary quotes and visual materials required for social media posts.
- Meeting with representatives from each of the Climate Governance Initiative's main teams to determine their digital statistic reporting needs.
- Creating guidance documents for each of the above groups, illustrating how to self-generate the required statistics.

## Any specific outputs/deliverables

- Social media content produced on a daily basis during Geneva conference, as well as on a regular - but less frequent - schedule before and after the event.
- A brief post-event summary document of the Geneva conference campaign, detailing the nature, volume and impact of the social media content produced.

- A brief (1-2 page) summary document of digital reporting statistics process for each of the Climate Governance Initiative's teams.

### 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 outputs, 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 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. The meetings will 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, 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> <li>• Experience with writing, journalistic reporting and social media management</li> </ul>

		<ul style="list-style-type: none"> <li>• Data/web proficient, experience of Google Analytics</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.