**Intern – Biodiversity Knowledge Management**

**Purpose of the Role**

The "Biodiversity Knowledge Management Intern" will play a pivotal role within our fast-growing company. As a dynamic member of the Technical Design and Development Team, the intern will constantly be on a journey of learning and exploring the intricate world of biodiversity. This central position will involve synthesis and communication of TBC’s knowledge base and relevant materials, undertaking additional research on topics related to biodiversity, and fostering collaboration across the wider TBC team. The successful candidate will be an integral part of TBC’s overhaul of knowledge management and communication, based in the Technical Design and Development team but working closely with experts from across TBC’s other teams to help communicate company best practice. Effective communication, ability to learn at pace and a passion for translating scientific knowledge into accessible and impactful narratives are at the core of this role. This is a fantastic opportunity for an intern to quickly gather and develop knowledge of best practice methodologies used in biodiversity consulting.

**Main Responsibilities**

* Research and document biodiversity-related information
* Assist in the creation and maintenance of a comprehensive knowledge management systems
* Facilitate knowledge sharing and collaboration with experts across all teams
* Communicate scientific insights effectively to diverse audiences, both internal and external
* Stay up-to-date with the latest developments in biodiversity science and conservation
* Assist in the development of educational materials, facilitate knowledge sharing sessions and workshops
* Develop effective platforms for communicating key topics to busy team members at varying levels of detail
* Other duties commensurate with the role.

**Additional Responsibilities**

* Adhere to stated Company policies and procedures (including health and safety) as provided by senior management.
* Engage in Continuous Professional Development (CPD) by participating in educational opportunities; reading/writing professional publications; maintaining personal networks; participating in professional organisations, delivering presentations at seminars and conferences.
* You may also be required to undertake any additional task as required by senior management which are in line the level of your job and requirements of the business.

**Essential attributes and experience**

* A Masters’ degree or equivalent post-graduate studies in relevant disciplines.
* Alternatively, we welcome applicants with at least one year of experience in a similar research role, with a focus on understanding and interpreting international biodiversity.
* Familiarity with international biodiversity best practice and a thorough understanding of ecological principles.
* A willingness to work with the private sector, understand their needs, and operate strategically within client organisations which might hold vastly different core values.
* Effective communication with strong written and verbal communication skills.
* Quick Learner with the ability to absorb and understand new information rapidly, especially in the field of biodiversity.
* Collaborative with a willingness and ability to work effectively in a team and with experts in various fields.
* Organised and proactive, with a focus on identifying problems and proposing solutions.

**Desirable attributes**

* Experience in developing user guides or other learning materials for technical or non-technical audiences
* Experience with developing or managing knowledge management platforms
* Familiarity with scientific publishing
* Knowledge of complex value chains
* Familiar with life cycle analysis and spatial analysis metrics
* Experience in one of more of the following sectors: supply chains, investment finance, mining; energy; infrastructure; forestry; agribusiness
* GIS and mapping skills
* PhD in environmental or relevant social discipline
* A proven ability to be able to work in French or Spanish.

**About us**

The Biodiversity Consultancy works with business and finance to integrate nature into sustainability strategy and practice. Since 2006 we have guided clients across sectors and around the world to respond to biodiversity- and nature-related risk and create new ways of working which deliver business value and safeguard our natural environment.

Our team are purpose-driven biodiversity and sustainability experts, trusted by household names, financial institutions, governments, and leading NGOs to deliver strategic guidance and deep technical expertise. From single sites to global systems, we equip our clients with the knowledge, capacity, and tools to create meaningful change and achieve their nature-related goals.

We place a high value on the experience and expertise of our staff and strive to create the conditions for individuals to grow and flourish in a stimulating, collaborative and flexible culture. Personal development is important to us and as such we offer a comprehensive, tailored induction and ongoing in-house and external training opportunities.

At heart we are committed conservationists, who believe we can make more of an impact by working with business. We invest in the environmental leaders of the future through our internship programme and donate 12.5% of our profits to environmental causes chosen by staff. More can be found about our work and our team at [www.thebiodiversityconsultancy.com](http://www.thebiodiversityconsultancy.com).

**Role Holder Signature of Acceptance**

**Signed: Date:**