

Job title:	Arcadia summer intern
Location:	Kensington, London
Hours:	35 hours per week
Contract type:	Temporary – for six weeks
Pay:	£600 a week
Reports to:	Chief Operating Officer

Arcadia (www.arcadiafund.org.uk) is a grant-making fund. We support charities and scholarly institutions that preserve cultural heritage and the environment, and promote open access. Since 2002, Arcadia has awarded more than \$570 million in grants to projects around the world.

We are looking for a summer intern to work with our environment team, who develop and monitor our environmental grants. The intern will learn about and support their work, with a focus on researching ways in which Arcadia might understand the impact of our environmental grant-making. The intern will give a presentation based on their work at the end of their internship.

Skills and experience:

We are looking for an intern with:

- Excellent research skills;
- Excellent writing skills;
- The ability to understand, interpret, and analyse quantitative and qualitative data;
- The ability to take direction, but also to work independently; and
- a demonstrable interest in at least one of the following: environmental sciences / conservation / development / statistics / programme impact and evaluation / charities and philanthropy.

Qualifications:

Second or third-year undergraduate on track to receive a 2:1 or higher, preferably in an environmental sciences related discipline.

Application process:

Please submit a CV and covering letter (each of no more than two A4 pages) to intern@arcadiafund.org.uk by 12 noon on Monday 3 June 2019. In your letter, please address the points under 'skills and experience' giving examples of how you meet our criteria. Please also confirm that you are available on the dates below. Applicants must have the right to work in the UK.

Schedule:

Closing date for applications – Monday 3 June 2019 at 12 noon.

Interviews – week commencing 10 June 2019.

Induction (internship start) – Tuesday 23 July 2019.

Presentation (internship end) – Monday 2 September 2019.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage or civil partnerships.