Groundswell Internship TOR
Communications

The Groundswell team is seeking project interns to assist with the following elements of its work:

- NAZCA Portal (substantive/technical expertise and database and system management)
- Communications (including social media tracking and monitoring)

About Groundswell
Groundswell forms a constituent part of the EDM team, and in particular sits in the Office of the Executive Secretary. Its role is to build a ‘groundswell’ of momentum in support of achieving a high-ambition and meaningful agreement in Paris. It achieves this through engaging with a range of stakeholders and key influential voices who can amplify this mission.

General requirements

Role
Each internship placement will be a full-time position to join the Groundswell team in the OES. It will largely consist of desktop research, liaising with the designated supervisor, and drafting briefings for the Groundswell team. It is important that the intern has a creative and entrepreneurial spirit, and an ability to work at a fast-pace, with an ability to adapt and respond to changes without losing sight of an overall and strategic objective. Thinking outside of the box is advantageous.

Competencies
The intern will have:
- Knowledge of the core issues covered by the UNFCCC
- Experience and knowledge of working for an environmental organization (in either the NGO, consultancy, private, or other sector)
- Strong oral and written communications skills
- Proven ability to take the initiative and work without close supervision
- A second language is an advantage, preferably French or Spanish

COMMUNICATIONS

Objectives of Communications intern:
- To continuously track social media interactions and news updates that are specifically relevant to the Groundswell team. These interactions will be captured in a daily monitoring update that will be distributed to the members of the Groundswell team.
- To write blogs that will appear simultaneously on the UNFCCC newsroom and the NAZCA Portal, announcing each of the data uploads. These blogs will
help to highlight Groundswell’s four key objectives: strong country commitments, mobilization of finance, ratification of KP and long-term goal. Tweets will also be prepared to accompany the blogs, which will be sent to the CO team.

- To identify and horizon-scan for key moments/opportunities in 2015 that Groundswell should seek to amplify.
- To manage and populate the Groundswell 2015 timeline, including liaising with EST to map upcoming dates of significance for Groundswell.
- To coordinate and distribute letters to the 2015 Executive Secretary’s Council.
- To write profiles on each of the 2015 Executive Secretary Council members, as well as other key stakeholders that are important to the Groundswell team’s strategy in 2015.
- To support the Communications lead in Groundswell

**Competencies of Communications intern**

- Experience working in media or communications previously
- Good non-traditional research skills
- Excellent verbal and written communications skills
- Ability to swiftly analyse traditional and non-traditional media output

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**Timeframe**

This is a 3-month-long internship (with the possibility of a 3-month extension subject to the enrolled university’s agreement and the intern’s performance). The selected intern will work onsite at the UNFCCC campus in Bonn, Germany.

**Minimum requirements**

Candidates must have completed an undergraduate degree and be enrolled in a Master's programme at a recognized university at the time of application and for the duration of the internship.

**Conditions of internship at the UNFCCC secretariat**

Interns of the UNFCCC secretariat are not remunerated. The selected intern will be responsible for all the costs before, during and after the internship assignment. Interns of the UNFCCC secretariat are not considered to be staff members. The selected intern will be expected to work on a full-time basis (i.e., 40 hours per week).

**Application procedure**

Candidates who are interested in this assignment and meet the minimum requirements are encouraged to send their curriculum vitae and a cover letter to internship@unfccc.int with the subject line: “Application: Internship - Environmental Data Management.” Due to the high number of applications, only candidates under serious consideration will be contacted for a telephone interview. Closing date for application: 27 March 2015.