



Aviation Environment Federation

Policy Internship

The AEF is the UK's dedicated NGO on aviation and the environment. We are represented at national, European and international policy-making levels, and have close ties with many other environmental lobby groups; WWF and Friends of the Earth to name a few. This is an invaluable opportunity to gain first-hand experience of policy research and lobbying. Playing a key role in a small organisation, our policy intern will help the AEF keep up to date on the latest news and policy developments by monitoring the UK press and parliament daily. The intern will manage a research project, and participate in the report-writing, briefing and meeting process following completion. The Intern will be responsible for maintaining and developing parliamentary databases, and may be asked to assist with public information and resource requests. The postholder will provide basic administrative support to the team, assisting with mail-outs and any other duties as directed.

Previous knowledge of project-based research and parliamentary affairs is an advantage. The post would ideally suit someone interested in pursuing a career in these arenas. To apply for this position you must be a self-starter with excellent written and verbal communication skills, strong IT skills, the ability to prioritise workload and good attention to detail. The internship is part time, for a negotiable period, or for the duration of your project. Candidates will be expected to work for 14 hours per week. Office hours are 09.00-18.00 Monday-Fridays, and flexible working hours can be discussed. AEF will cover the travel expenses of the candidate within the London area, and provide a lunch allowance. We are looking for talented graduates/undergraduates, with excellent research skills and a commitment to environmental issues.

This position will give the post holder valuable insights into project management, research and policy formulation, working in the heart of the UK's dedicated NGO on aviation and environment issues.

Job description

- Research for a key project on transport and the environment, as specified by the Director.
- Assistance with report writing/materials pertaining to research project, including preparing materials suitable for inclusion on the AEF's website.
- To observe at policy meetings with NGOs, government, and others.
- Monitoring Hansard publications for debates and questions of relevance to AEF, maintaining and updating parliamentary databases.
- Fortnightly monitoring of relevant sources for articles for our newsletter.
- Assisting the production of AEF materials, such as proof-reading, mailouts etc.
- Working with the team in a range of administrative duties including: administrative support, answering the telephone and checking emails from the public.

Person specification

The candidate must:

- Work 14 hours a week for a minimum of 3 months/until project work is completed, at the AEF's central London office.
- Have a keen interest in and understanding of issues surrounding aviation and the environment.
- Have a strong academic background, with experience of desk research, literature analysis, statistical manipulation, report writing, and good attention to detail.
- Possess excellent verbal and written communication skills.
- Have an interest in and/or knowledge of political processes and campaigning.
- Be proficient in word processing, email and internet usage.

- Be motivated, flexible, reliable, able to work independently, prioritising and managing workload.

We can offer you the following benefits:

- The opportunity to work in the heart of the AEF
- Valuable experience of meetings with parliamentarians, civil servants etc.
- Travel expenses within London and surrounding area and lunch allowance.
- A reference after you leave.
- A friendly, relaxed working environment.

If you would like to apply for this post, please send us:

- A copy of your C.V.
- A detailed covering letter explaining how you meet the person specification.
- What days of the week you can work.

By post to: AEF, **2nd Floor, Broken Wharf House, 2 Broken Wharf, London, EC4V 3DT**

Or by email to: info@aef.org.uk

If you would like to discuss the position further, please call **0207 248 2223**.

- Closing date for applications: **Friday 24th October, 5pm**. Applications received after this date will not be considered.
- Shortlisted applicants will be invited for an informal interview shortly after the closing date.
- Starting date will be week commencing 10th November or soon after

Please note: Failure to send any part of this information will mean we cannot process your application.