

**Enthusiastic about wildlife & want
to further your career in
Conservation Management?**

The World Land Trust Internship Programme

Giving you the experience you need to get one step
ahead in the world of wildlife conservation



World Land Trust
(Registered Charity No. 1001291)

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Introduction

The World Land Trust is an international conservation charity (Reg. No. 1001291), based in Halesworth, a rural town in Suffolk, UK. Since its foundation in 1989 originally as the World Wide Land Conservation Trust, the World Land Trust has been working to preserve the world's most biologically important and threatened lands, and has helped purchase and protect more than 500,000 acres of habitats rich in wildlife, in Africa, Asia, Central and South America and the UK.

WLT is run by a dedicated team of staff, supplemented as needed by interns, who volunteer their services as part of our internship programme. During their six-month placements the interns make a valuable contribution to the conservation work of WLT, with hands-on involvement in the management of overseas projects and the day-to-day administration of the charity. Training is provided to equip them for their role, and the experience that they gain helps them to further their careers in conservation management.

Many former WLT interns have gone on to obtain jobs in other conservation organisations and wildlife charities, and have highly valued the experience and skills they have developed during their six-month placements as WLT interns.

The World Land Trust's mission:

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- To protect and sustainably manage natural ecosystems of the world, to conserve their biodiversity, with emphasis on threatened habitats and endangered species;
 - To develop partnerships with local individuals, communities and organisations to engage support and commitment among the people who live in project areas;
 - To raise awareness, in the UK and elsewhere, of the need for conservation, improve understanding and generate support through education, information and fundraising.

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How the World Land Trust works to save threatened habitats

The WLT carries out projects in partnership with local organisations, which manage the project sites and assist in developing sustainable incomes for local people. Purchase of the land is always through our local project partners, and the WLT does not actually own any of the reserves (other than the Kites Hill reserve in the UK). The land is usually bought from private owners, with clear undisputed title, which WLT vests in the local NGO, and works with them to ensure long-term conservation and legal protection of the land as nature reserves. WLT maintains very close links with its project partners and assists with technical expertise, such as marketing, fundraising and publicity when requested, but wherever possible supports the development of local expertise by funding study tours and training.

The World Land Trust depends on public donations to assist with land purchases. Since the WLT was formed in 1989, enough money has been raised to purchase and protect more than 400,000 acres of threatened wildlife habitats.



WLT has overseas project partners in about 27 countries worldwide. The projects and our project partners can often change.

Full details of all our projects can be found on our website at <http://www.worldlandtrust.org/projects/index.htm>

World Land Trust Programmes

The WLT is responsible for a number of alternatives to land purchase programmes to support conservation efforts worldwide more detail can be found on our website, but three examples are:

The **Carbon Balanced Programme**; this was set up by the World Land Trust to meet the challenge of climate change through projects that both offset carbon dioxide (CO₂) emissions and conserve biodiversity. Funds raised by carbon offsets have helped to secure and protect key tropical habitats (rainforest, drier tropical forest and other critical habitats), regenerating natural forest habitat on land that has been biologically degraded through clearance for grazing or agriculture, or due to logging, thereby sustaining endangered species and rural economies. However in 2011 it was decided that this programme had expanded to include so many other ecosystem benefits that it would now be called Ecosystem Services. As well as supporting threatened wildlife these habitats perform a variety of Ecosystem Services of vital importance to people. Probably the best known service is carbon storage and sequestration. Other important functions include the stabilisation and purification of water supplies, regulation of local weather and provision of shelter for the insect populations that pollinate food crops. By safeguarding habitats such as tropical forests WLT projects help protect the ecosystem services on which we all depend.

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The **Wild Spaces Programme**; this was developed with the aim of working with zoos and aquariums to support WLT projects, by providing funding for both land acquisition and related activities. The main project of the Wild Spaces Programme has been the BIAZA Members Reserve, an initiative raising funds towards the purchase of a reserve in the Atlantic rainforest of Brazil. WLT and BIAZA are now concentrating on fundraising to continue protection and management of this reserve.

The WLT also supports conservation efforts through its **Books for Conservation Programme**, which supplies scientific textbooks and field guides to conservation-focussed NGO's across the world. Using books donated from the Natural History Book Service and IUCN, this programme is an efficient and cost-effective way of disseminating valuable knowledge to those engaged in front-line conservation work. Non-government organisations and community groups from all over the world can apply to receive these books free of charge. WLT also sends books to its partner organisations to help them develop libraries, thus providing valuable reference material for their staff. Project Development Interns may be asked to assist with the running of this programme, including tasks such as applying to various sources for funding to cover book transportation costs and helping to organise the storage, shipment and paperwork for these books.'

Education is a high priority for the WLT. We can support learning about threatened habitats at any level of the curriculum. Not only do we have students/teachers as individual supporters, but many take their interest in WLT to school and we have a reliable supporter base that raise funds to save acres from school/classroom/curriculum based activities. WLT staff give guest lectures to MSc and BSc students at UEA and UE and generally have a close working relationship with UEA staff. The Internship Programme falls into the remit of education at WLT which is dedicated to training the next generation of conservation professionals.

How the World Land Trust is run

WLT is a charity (No. 1001291) and a company limited by guarantee (No. 2552942). Its governing body is the **Board of Trustees**, which generally meets quarterly. In addition to the Board of Trustees, the Trust also has a **Council**, which is an advisory body whose members are chosen for their expertise in conservation and charity management. Although ultimate responsibility for the governance of the Trust lies with the Trustees, the management of its activities is delegated to the CEO, who is responsible for all aspects of the Trust's operations.

The patrons of the World Land Trust are Sir David Attenborough, David Gower and Chris Packham. They are all active patrons and each may support at least one appropriate event each year.

The teams responsible for different areas of the Trust's operations include: **Communications and Corporate Relations**: All written communications, including publications, leaflets, appeals and press releases. Developing relations with Corporate Supporters. Developing and managing the Trust's programme of events.

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Donor Support: Administering donations and donor database. Maintaining relations with donors. Work on donor appeals and fundraising issues.

Programmes: Development and management of land purchase projects. Management of Restoration Ecology programmes

Education and Outreach: Production of educational materials, liaising with schools and UEA. Administration of the Intern and Student programmes and staff training. Also responsible for managing the Wild Spaces programme.

Web and IT: Development and maintenance of the World Land Trust's websites. Production and distribution of e-bulletins etc. Internet fundraising and advertising.

Accounts: Financial management, book-keeping and payroll.

Operations: Day-to-day operations of the WLT office and in house IT support.

Our offices are in a traditional characterful oak-beamed Suffolk house.



Information about all of the Trust's staff members and their job roles can be found on the website, along with details of the Trustees, Council Members and the Trust's sponsors:

<http://www.worldlandtrust.org/about/index.htm>

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Tell me more about the WLT Internship programme

The **World Land Trust Internship Programme** is aimed at candidates interested in furthering their careers in the conservation field. The programme can provide experience in conservation management as well as assisting the WLT which, as a small charity, benefits greatly from the added support given by the work of the intern.

What does the Internship involve? If your application is successful you will be offered an unpaid six-month placement at the World Land Trust office in Halesworth, Suffolk, assigned to a specific area of WLT's operation (e.g. Programmes, or the Web team), where you will act as a team assistant, but also contribute to the general running of the office and work on day-to-day tasks arising from any of the WLT's international projects. Part of the internship will also involve shadowing the CEO and other senior members of staff at various meetings relating to the Trust's overseas projects.

During your internship, you will receive training individually tailored to equip you to fulfil your role at WLT. Informal training will be provided in-house, and you may also have the chance to attend formal training courses available outside the office (this is dependent on your work programme and funding availability). New interns will be given a full induction to all areas of the WLT's operations. Interns are supervised by the Education, Training & Outreach Manager, who will be available for mentoring and support as needed, as well as regular opportunities to discuss your role and your progress. During the internship, you can therefore expect to gain hands-on experience of the administration and development of international conservation projects. You will also have the opportunity to build a portfolio relating to work that you carry out here; this will be an invaluable part of your personal profile and CV.



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Tell me more about the WLT Internship programme

What positions are currently available?

The availability of internships is dictated by the needs of our organisation and the availability of our staff to mentor and train an intern in the initial stages. Because we are a dynamic, internationally operating conservation organisation there is no set timetable for when these vacancies become available: it is literally as and when an opportunity arises.

Internships will be advertised on our website when they are available.

What will be expected of me?

You will ideally have a degree (or equivalent) in a relevant field, as well as an ambition to find a career in wildlife conservation or related area. Applicants should be numerate, literate and good communicators. Interest, knowledge or experience of wildlife and conservation is a distinct advantage.

As a WLT intern, you will be regarded as an integral member of the team, and you will be expected to follow the standard working arrangements of our staff. This enables WLT to provide the necessary level of support and mentoring you will need to fulfil your role, and offers a genuine practical experience of a busy working environment. Our normal hours of work are 9am–5pm Mondays to Fridays, with an hour's break for lunch, but because of the nature of our work and because you may sometimes be working out of the office, you should have a flexible approach to your hours. Interns can take up to 10 days leave during the six-month placement, in addition to any Bank Holidays. Interns must observe our Health & Safety, Privacy & Data Protection and Equal Opportunities policies.

What else do I need to know about becoming an Intern?

How will I survive financially?



Internships are entirely voluntary, although all expenses connected with the work, such as travel to meetings and training courses are paid for. You may also claim out-of-pocket expenses directly relevant to your role up to a daily limit of £5 for each day that you are in the office to cover costs incurred to enable you to perform your role. If you are offered and accept a placement as a WLT intern you will therefore need to be self-supporting, but you may be eligible for housing and/or other state benefits. Further

information can be provided by the Education Manager on request. Part-time evening and weekend work may also be available locally.

Rented accommodation is available in the area, and previous interns have also found lodgings with local families, which tend to be the most economic form of accommodation at around £60 a week. Small cottages or flats can be found to rent for around £400 pcm. We may be able to help make contacts for renting temporary accommodation while you look for a longer term base.

What about life outside the office?

The World Land Trust office is located in Halesworth, Suffolk, roughly midway between Norwich and Ipswich and approx. 45 minutes' drive from either. It is a small rural market town with a limited nightlife, but has an active 'green' community, should you wish to get involved.

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The heritage coast is nearby, as well as a number of nature reserves. However, Halesworth is not without a share of culture: the Cuts Art Centre has a full programme of music, art, film and theatre. You can find out more about what is going on in Halesworth and the surrounding area by visiting the Halesworth website: <http://www.halesworth.ws/>

The staff of the World Land Trust are friendly and sociable: you can be sure of a warm welcome, and there will always be someone to help you find your way around.

How to get to Halesworth

Halesworth is linked to Ipswich and London by a good train line, although local public transport is 'rural', i.e. infrequent and unreliable!

So, as you can see, the World Land Trust Internship Programme is a great opportunity if you want a career in conservation. But don't just take our word for it, see what our previous interns have said about it ...

What do other interns have to say about their experiences?

"After completing my degree in Ecology and Conservation I worked for 6 months in order to support myself while completing an internship. Originally I applied to be a Project Assistant Intern, but was talked round to accepting a role in the web team, which in those days consisted of one person. I really appreciate the support WLT gives to young conservationists just starting out on a career; opportunities to develop ideas, attend meetings and events, support experienced members of staff and develop project administration skills that are really hard to get straight out of uni. The WLT Internship Programme offers a unique opportunity to young conservationists, supporting other staff members gives you a real insight into the workings of an internationally operating charity. Being given such a broad experience really helps focus on the future direction of your career in conservation."

Jack Astbury Previous Intern (January 2006 - July 2006)

"I believe my experience with the World Land Trust to have been a thoroughly worthwhile and valuable one. I feel that I have now had a very good insight into the way an international conservation charity functions and have a much better understanding of carbon offsetting projects and their importance to charities such as the WLT. I am particularly keen to emphasise the freedom with which interns are able to work. Although my internship has been structured I have had the opportunity to dabble into many areas of interest along the way such as web design. The internship programme has been perfected to allow interns to have exactly the right balance between a lack of ultimate responsibility and having meaningful work to do. Furthermore, the WLT office has a vibrant and youthful atmosphere with open discussions and a comfortable, friendly working environment. Everybody's opinion is valid and contributions to discussions are welcomed."

Katie McGregor - Previous Intern (November 2005 - April 2006)

Also see <http://www.worldlandtrust.org/supporting/intern-quotes.htm>

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It all sounds interesting, how do I apply?

When internship opportunities become available at the WLT they will be advertised at:
<http://www.worldlandtrust.org/supporting/internships.htm>

On this page, an outline of the internship positions is given, including how to apply and what information is needed from you.

How can I get in touch with you?

Contact: **Kelly Jacobs**, Education, Outreach & Training Manager

By Post: **World Land Trust**

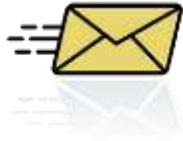
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By Telephone: (01986) 874 422 or

(0845) 054 4422 (local rate – UK only)

By Fax: (01986) 874 425

By Email: kjacobs@worldlandtrust.org

NOTE: when applying for an advertised opportunity please follow the application procedures given.

www.worldlandtrust.org