**Carbon Disclosure Project - CDSB Internship**

**Background**

The Carbon Disclosure Project (CDP) is an independent not-for-profit organization holding the largest database of primary corporate climate change information in the world. Thousands of organizations from across the world’s major economies measure and disclose their greenhouse gas emissions, water use and climate change strategies through CDP. We put this information at the heart of financial and policy decision-making.

CDP provides the Secretariat to and drives the work program of the Climate Disclosure Standards Board (CDSB), an international organization committed to the integration of climate change-related information into mainstream corporate reporting. CDSB’s ambition is to provide policy-makers and others with standard-ready material in the form of our Climate Change Reporting Framework and other resources designed to provide clear, reliable information for robust decision-making. Our work is designed to provide clarity, confidence and trust in information, and greater stability in financial markets.

CDSB are looking to recruit a project support intern to assist them in their busy global Secretariat.

**Introduction to the role**

There is no one day the same in the CDSB Secretariat. The role is busy and varied supporting the CDSB management team in running the global operation. Tasks as diverse as researching climate change policy for our flagship consistency project, managing information and contact requests, updating the website, supporting the XBRL working group, running webinars or tweeting our latest news will all be part of a typical CDSB day for you.

This post will be valuable experience for anyone seeking a career in the climate change or environmental sectors. And it is an opportunity to gain insight and skills in a broad range of areas beneficial for careers in communications, policy development, research or environmental campaigning. Enthusiasm, self-motivation and the ability to hit the ground running will be key to your success.

**Based:** CDP London office, EC1R 0NE

**Key Skills**

* Excellent communication skills, both written and verbal
* Confident and capable at engaging with multi-level stakeholders
* Strong organisational skills and excellent attention to detail
* Displays common sense approach to problem solving, taking initiative when unsupervised
* Willingness to learn and the ability to pick up new skills quickly
* Ability to prioritise and work to tight deadlines in an often chaotic office environment
* High level of competence in using standard software packages (MS Word, PowerPoint, Excel)
* Experienced using social media
* Friendly and personable individual
* Experienced researching and report writing using a variety of resources

**Desirable but not essential**

* An interest in and knowledge of climate change, non-financial reporting/accounting and sustainable development
* Writing for the web and website editing
* Previous communications or PR experience
* Previous administration experience

**Expenses**

Please note: this role is an unpaid internship. Lunch and travel expenses will be reimbursed.

**Application Process**

To apply for this position or for further information on this role please email info@cdsb.net.

Applicants should send a CV and short covering letter stating suitability for the position by 9am Monday 5th March. Suitable candidates will be interviewed.

Start date is as soon as possible week commencing the 12th March 2012.

More information on CDSB and CDP can be found at [www.cdsb.net](http://www.cdsb.net) / [www.cdproject.net](http://www.cdproject.net) .