

Job Description

Intern role	:	Hedgehog intern
Hours	:	2-3 days per week for six months
Grant funding	:	£5000
Location	:	Working from home/ London office



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Background

People's Trust for Endangered Species (PTES) exists to combat the decline in endangered species in Britain and throughout the world. Our work is grounded in science. We invest in research and test the best ways to protect endangered species in their natural habitats. And we enlist thousands of citizen scientists to find out more about how wildlife species are faring. Hedgehogs are one of our priority species in the UK. We have 20 staff, five trustees and thousands of volunteers helping us.

This is a unique opportunity to help the nation's hedgehogs, currently in alarming decline. We are looking for a part-time Intern to support our hedgehog conservation work over the next six months. The role will support Hedgehog Street, a public engagement campaign to engender hedgehog-friendly action by residents, green space managers, housing developers and fencing companies, run and funded jointly with The British Hedgehog Preservation Society.

Internship

Hedgehog Street

You'll be involved in providing support to our Hedgehog Champions recruited through the Hedgehog Street website and responding to other queries from the general public. You'll also be involved in basic website support, social media messaging and asset provision.

Duties and responsibilities

1. Hedgehog conservation campaigns

- Dealing with the many enquiries from the public to **Hedgehog Street**, drawing on your own knowledge and that of colleagues from PTES and BHPS and escalating for advice when required.
- Reviewing Hedgehog Street email and website content, advising on minimising the email traffic through Hedgehog Street, eg adjusting content, standard responses and technical solutions with the help of the web and app developers.
- Finding appropriate details and dispatching hedgehog advice leaflets to developers, landowners and managers of green spaces as well as processing orders for Hedgehog Highway signs where possible.
- Helping write copy for regular emails to Hedgehog Champions, pages on the Hedgehog Street website and social media content.

- Producing short videos for Hedgehog Street drawn from footage shared by champions and for NHMP training purposes.

2. Other tasks

- Help with other tasks as required.

Person Specification

Essential

- A genuine interest and empathy for wildlife conservation
- Ability to work on own initiative and without close supervision, responding to a high number of enquiries, sometimes with conflicting priorities
- Clear communication and interpersonal skills, both face-to-face and remotely, with a variety of audiences including the ability to communicate sometimes complicated or subtle issues to general audiences with accuracy and tact

Desirable

- Experience volunteering in and/or some knowledge and experience of the charity sector
- Ability to write clearly and appropriately to convey information for different purposes
- Excellent organisational skills and attention to detail with consistent accuracy
- A cooperative, flexible and 'can do' nature
- Experience with a website content management system such as WordPress
- Flexibility to be able to work out of hours on occasion if involved in a public event or training course