

Climate Bonds Initiative - Vacancy

Job:	Certification Team Intern
Location:	London Bridge
Position:	Three to six months
Closing Date:	Applicants will be considered on a rolling basis
Hours:	3-4 days per week
Salary:	£20,280/per annum full-time equivalent

About the Climate Bonds Initiative

The Climate Bonds Initiative is an investor-focused NGO working to mobilise the \$100 trillion global bond market for climate change solutions. The organisation is leading the development of innovative international climate finance solutions with global stakeholders including governments, investors and NGOs.

Our main work streams are green bond standards and certification, green bond data and market analysis, policy and market development, communications and advocacy.

The Role

Climate Bonds is looking for an enthusiastic intern to support the Certification Team for at least three months, with a strong possibility of extension depending on work flow. This is a paid internship.

Responsibilities & Key Tasks

- Support the workflow of the Certification Team including
 - Manage and regularly update the pipeline spreadsheet of Certified Bonds
 - Manage and regularly update the database (Salesforce)
 - Update the Climate Bonds Initiative Website with information regarding Certified Bonds and Approved Verifiers
 - Liaise with the Communications Team to coordinate the release of blog information
 - Prepare PowerPoint slides for presentations as well as promotional materials such as Newsletters and ad hoc brochures
 - Prepare Certification documents to be sent to the Certification Manager for review
 - Research and write regular bond commentary for the Climate Bonds Website

Qualifications and Experience

Essential:

- Eligible to work in UK
- Excellent knowledge of Microsoft Excel
- Excited about climate finance
- Excellent organisations skills and attention to detail
- Very good English writing skills

Desirable:

- Broad knowledge of climate change, application of mitigation, adaptation and resilience
- Fluency in a second language
- Knowledge of InDesign software and website content management
- Knowledge of Salesforce

Next Steps

More information on the Climate Bonds Initiative can be found at www.climatebonds.net. Applications to Certification Manager <mailto:matteo.bigoni@climatebonds.net> quoting reference 'Certification Team Intern' in subject line.

Applications close Monday 6 November 2017