



JOB DESCRIPTION

Job Title	China fundraising Intern		
Department	Conservation Programmes		
Reports to	Head of Asia		
Location	Living Planet Centre, Woking		
Job Level	1		
Flexibility	Office based		
Hours	35	FTE	1

CONTEXT OF ROLE

We are offering an exciting opportunity for a bright and helpful China intern expert to gain experience in fundraising, event planning, communication and project work to support our international conservation team to amplify our outreach to the UK based Chinese community for two months.

The role will largely involve assisting in researching, mapping and building connections with key Chinese businesses, students and influencers based in the UK. You will also gain exposure to and experience of all aspects of NGO work and will be treated as a full member of the team.

This is an opportunity for the right person to help us influence real change for our world.

MAIN PURPOSE AND SCOPE OF THE JOB

China has become one of the main players in the world stage. As it is the biggest world economy, with increasing outreach to the rest of the world, we see influencing Chinese policy makers, business and society as key to deliver on our mission.

Working closely with WWF China and relevant Regional Managers in WWF-UK, this position will support our joint work by engaging with the Chinese community based in the UK. This will involve working with the Chinese embassy and to build relationships with a number of Chinese stakeholders, from businesses to overseas students.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Support the organisation of a Climate event, jointly organised with the Chinese embassy
- Support the outreach activities of the Chinese embassy relating to IWT (with specific focus on ivory ban) targeting overseas students and Chinese tourists
- Map and research key UK based Chinese stakeholders, start drafting an engagement strategy
- Work together with the Chinese embassy to identify and approach potential Chinese champions to support our work under the guidance of Head of Unit
- Work closely with both WWF China and WWF-UK fundraising teams, and Asia team on an agreed set of priorities
- Support the Asia team with understanding Chinese law and regulations
- Support the Asia unit to develop and foster the relationship with the Chinese embassy
- Support the Asia Unit in any other China related work, with translations or ad hoc pieces of research

PERSON SPECIFICATION

EXPERIENCE, QUALIFICATIONS & KNOWLEDGE

- Mandarin speaker, with deep understanding of Chinese culture and knowledge of UK based Chinese community
- Excellent organizational and speaking skills

SKILLS AND COMPETENCIES

- Professional and efficient manner as well as exceptional written and verbal communications skills
- Ability to manage administration
- Must be proactive and confident
- Adaptability and the capacity to help out at times when the rest of the team are very busy
- Highly organised and punctual
- Able to work across teams and cultures

WWF-UK'S VALUES

WWF-UK's values are: 'We are courageous', 'We are passionate', 'We are collaborative', and 'We are guided by science and inspired by the wonders of nature. These values should be embedded in your work and behavior, and any associated policies and processes are adopted consistently.

This document sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. We reserve the right, at our sole discretion, to reasonably vary the responsibilities from time to time depending on the needs of the organisation without changing the level of the role.