

Internship Roles and Responsibilities	Doc Ref:	IRR
	Issued:	27.11.18
	Version:	5.0
	Page:	1 of 2
EcoNorth Ltd		

LOCATION: 11 Enterprise Court, Cramlington

LINE MANAGER: Principal Ecologist

POST TITLE: Ecology Consultancy Internship

SALARY: National Living Wage

JOB ROLE

To support the ecology team at EcoNorth with administration, GIS, report compilation and field survey work and gain valuable experience in both field skills and consultancy work within in a friendly, dedicated and professional team.

JOB RESPONSIBILITIES

- To undertake data searches and map production utilising the in-house GIS system to support colleagues in the delivery of project work as directed by colleagues
- Undertake analysis of ecological data and format as directed to support the findings of surveys
- Prepare, organise, maintain and calibrate equipment as appropriate
- Undertake general business administration including filing, equipment inventories and booking in and out EcoNorth equipment
- Participate in a range of ecological survey work, including Preliminary Ecological Appraisals (PEA), bat, ornithological, barn owl, reptile, otter, badger survey work, GCN assessment and surveys, and any other surveys as required by Line Manager to a safe and accurate standard
- Support the compilation of technically competent and excellent quality ecological reports for clients that are well presented, robust in content and address clients' brief
- To ensure that all EcoNorth activity is treated with commercial sensitivity and that the details of projects and clients are treated with the utmost confidentiality
- To work as a team member and develop knowledge of practical ecology
- An awareness and appreciation that, as the trading company of Northumberland Wildlife Trust, the majority of profits generated by EcoNorth activity are donated to the Trust to enable it achieve its charitable aims and objectives

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	Page:	2 of 2
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ESSENTIAL SKILLS / EXPERIENCE REQUIRED

- Knowledge of ecology
- Excellent communication skills
- Efficient organisational and work planning skills
- Willingness to learn new skills and gain new knowledge in a busy working environment
- Self-starter with genuine commitment to the opportunities an Internship presents
- Able to working out of office hours and a flexible approach to working out of region
- Driving license and access to a car essential