



## Staff Internship UK

Next vacancy: December 2008

### UK Office and Home Based Internships:

ReefDoctor is looking for 1-2 people who have relevant backgrounds from marketing and financial management to biological fields and research, who could help the directors and fundraising manager in the UK. Interns can work from home or in our office based in Fulham SW London UK.

The position is a voluntary none salary Internship for 3-6 months and the outline to the position and what the successful candidates will receive is as follows;

#### **In general we are looking for people who could help us;**

- Conduct scientific literature research
- Contribute to project proposal writing
- Contribute to funding proposal writing
- Help with marketing the organization and Volunteer ReefDoctor Program
- Database management
- Financial management
- Advice on legal issues and organisational structure
- Advice on medical issue and HSE regulations
- Help at fundraising events/presentations/Fairs

#### **At present we are looking for interns to specifically conduct the following;**

- Add company info for advertising the company to every website we can find (focusing on USA, Canadian, Australian and European sites)
- Keep the companies website newsletter section updated
- New leaflets/posters created for volunteers and fundraisers
- list of organisations to approach for corporate funding and fundraising bodies for 2008/2009
- free equipment avenues i.e. dive equipment, computers, science equipment
- posters created for presentations
- Help with creation of ReefDoctor promotional videos
- Educational initiatives and activities for our ReefDoctor Kids club
- Work with Rotary International club in SW France to further the work with the local public schools, implementing solar panels for these schools and volunteer teacher exchanges (includes emailing, report writing, proposal writing)
- Help with the Volunteer ReefDoctor's program joining administrative processes (emailing, sending forms etc.)
- Help with campaign creation and collaboration via the website
- Help with continuing the collaboration with like minded organisations/projects

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### **And specific Scientific Research;**

- Literature search on relevant biological, ecological, socio-economic research and coral reef and mangrove survey techniques and mangrove re-plantation techniques.
- data analysis of our coral reef, seagrass, fisheries and mangrove survey data
- Alternative energy research e.g. solar ovens, efficient stoves, green charcoal, green ethanol
- MPAs and rotational no take zones techniques for monitoring, assessments, types, and case studies
- Collaborate with our affiliates Blue Ventures on survey methodologies and data analysis for collaborative report writing and implementing standardised protocols for reef surveying in the SW Madagascar region within the re-established Capricorn Coastal Alliance

### **Home Based Internship**

#### **Two places available**

All work can be done from home with scheduled phone call times, deadlines and email correspondence the main way of communication and only a couple of face to face meetings required each month. However if the candidate lives in London this would be considered a bonus!

Work hours will be worked out depending on the applicants' availability but in general we are looking for someone who can commit a minimum of 2-3 working days per week and we only take on 2 interns in this capacity.

### **London Office Based Internship**

#### **One place available**

Applicant will have to come into the London based office (Fulham SW15) on a 9-5 basis within the normal working week

Work hours will be worked out depending on the applicants' availability but in general we are looking for someone who can commit a minimum of 3 working days per week.

### **What Interns Gain?**

- All costs for undertaking the requested work e.g. printing, copying, faxing, transport to meetings, postage, lunches for company business (fairs, presentations) will be covered by the organization.
- The company will also cover daily transport costs for those working in the UK office only if they are travelling within the London area and also their daily lunch



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- costs. In addition if you wish to work in our UK office then please note that the organisation can not cover any rent and/or living expenses.
- Gain experiences and knowledge in the operations of a marine based conservation project
  - Be part of an international team helping to save the 4<sup>th</sup> most important coral reef system in the world alongside positive social development for the fishing communities reliant on the reefs resources

After 3-6 months satisfactory work interns get the opportunity to go to Madagascar and work with the team in the capacity of staff intern or in another staff position depending on the interns experiences and qualifications for a period of 6-12 months.

### **The Staff Intern receives;**

- For staff interns who pull in volunteers (number to be discussed upon application) or funding will have their return flight to Madagascar covered by the company

PLUS

- Cover for all costs whilst on the project site (Ifaty) and in Toliara on project business
- Food, fuel, internet access, local transport, water, dive tank filling, accommodation
- Training to conduct and lead coral reef surveys
- Training in data documentation and analysis
- Team management training and experience
- Daily project management training and experience
- Work liability cover
- Diving insurance and medical cover
- PADI dive training from OPW up to DiveMaster for FREE

### **The intern provides for this experience;**

- Dive gear (wetsuit, fins and booties, mask, snorkel, weight belt, time piece), company provides tanks, weights, regs and BCD
- Finances for return flight from UK to Toliara SW Madagascar and leisure activities (if they have not pulled in the required number of volunteers or funds)
- Standard health and travel insurance

All interested applicants please send your CV and cover letter for review by the other directors of the organization and we will be in touch very soon.

**Send CV and cover letter to Roderick Stein-Rostaing at [staff@reefdoctor.org](mailto:staff@reefdoctor.org)  
Or if you require further information please contact him directly on 07866250740**

**THANK YOU FOR YOUR INTEREST**