

## Internship

**Location:** Initially homeworking, then Central London

**Start date:** As soon as possible

**Salary:** £24,000 per annum

**Role:** Fixed Term contract: 6 months

Established in 2019, the Green Finance Institute is an independent, commercially focused organisation, supported by HM Treasury, the Department for Business, Energy and Industrial Strategy, the Foreign, Commonwealth & Development Office, Quadrature Climate Foundation and the City of London Corporation.

As the UK's principal forum for public and private sector collaboration in green finance, we are uniquely placed to accelerate the domestic and global transition to a zero-carbon and climate-resilient economy through mobilising capital.

Overcoming the barriers to investment in these and other sectors requires harnessing the expertise of broad groups of stakeholders and we convene and lead mission-led coalitions, made up of networks of dynamic decision makers across financial services, policy, business, academia and civil society, to identify and unlock barriers to deploy capital at pace and scale towards impactful, real-economy outcomes.

The [Coalition for the Energy Efficiency of Buildings \(CEEB\)](#), aims to develop the market for financing low carbon and climate resilient buildings, through the development and launch of innovative new financial solutions. The [Coalition for the Decarbonisation of Transport \(CDT\)](#) aims to unlock the financial barriers to decarbonisation across all segments of the road transport industry and deliver these real-economy outcomes.

### What's in it for you:

We are looking to recruit an intern to broadly support across the Institute's programme of activities. You will join and support a small team responsible for championing new financial solutions, co-ordinating working groups, supporting stakeholder engagement, and other essential activities to help execute the Institute's coalition strategy, its key projects and initiatives.

Working alongside international stakeholders across government, industry, academia and civil society, you will contribute towards a systemic shift in global investment practices that leads towards more efficient allocation of capital to reflect climate risks.

The Green Finance Institute is scaling its efforts to transform the financial system and the wider economy at pace. With the decade of action upon us, there has never been a better time to engage in the climate finance agenda.

### What's the role?

As an intern you will get involved across the entire range of Institute activities working alongside our analysts who support specific projects. You can expect to undertake tasks such as taking notes of meetings, designing presentations, updating and managing the CRM database and undertaking research to support specific projects. You will gain experience working on our coalition programmes as well as across operations, marketing, research, events and communications functions.

Collaboration with the Institute's stakeholders across industry, government, academia and civil society is a key element of this role and as part of a small team you will be expected to support across a range of tasks as all levels.

### We'll trust you to:

- Support multiple projects simultaneously.
- Create high-quality presentations.
- Undertake ad-hoc analysis and research to support decision making and contribute to the work of the Institute.
- Undertake key administrative tasks.
- Support systems implementation and maintenance.
- Support stakeholder engagement across financial services, industry, academia and government.
- Be a team player who is proactive and self-motivated with a strong work ethic and a 'can do' attitude.

### You need to have:

- Graduated with a first degree.
- Strong organisation skills and be capable of handling multiple projects / tasks and ability to meet deadlines, logically tackle problems and set priorities.
- The ability to be adaptable and comfortable working in a fast-paced, agile, start-up environment.
- Have an aptitude for planning, co-ordinating and time management.
- High attention to detail and demonstrable research and analytical skills.
- Outstanding interpersonal and relationships building skills.
- Excellent written and oral communication skills.
- Strong MS Office skills.

**If this sounds like you:**

To apply - please submit your CV and a short cover letter (of one side). Your cover letter should tell us something about you and how you meet the role requirements. CV's without a cover letter will not be considered.

The closing date for applications is **9am on Tuesday 2<sup>nd</sup> February 2021**. Please submit your application to [recruitment@gfi.green](mailto:recruitment@gfi.green)

*Please note:*

- *If you do not already hold the right to work in the UK and/or require sponsorship in order to continue working here, you should think carefully before applying.*
- *The Green Finance Institute is an equal opportunity employer and we value diversity.*

**Terms and conditions:**

- This is a paid role and you will be an employee of the Green Finance Institute for the duration of your employment as an intern.
- You will receive a salary of £24,000 per annum in addition to all other benefits, including 30 days annual leave (15 days for the duration of this contract).
- You will be subject to a 3-month probation period, during this time your performance will be monitored and supported.