

Ethical Tea Partnership Internship (6 month full time contract)

ETP is a not-for-profit membership organisation of international tea companies (Unilever, Twinings, Starbucks) that share a vision of a thriving tea industry that is socially just and environmentally sustainable. ETP has a small secretariat near Waterloo but we also have local staff in Africa and Asia. Together with partners, ETP runs a range of projects and programmes to improve the sustainability of the tea sector, the lives of tea workers, and the environment in which tea is produced.

We are looking for an individual who has an active interest in ethical trading and sustainability and is keen to gain work experience in this area.

The successful applicant will support various aspects of the ETP programme including M&E and communications, provide general office and administrative support, conduct desk research, and liaise closely with regional staff. Candidates need to be able to demonstrate an interest/knowledge and some experience (academic or professional) in the field of CSR, sustainability, ethical sourcing, and/or development work.

Key skills:

- Good administrative and organisational skills
- Report writing and desk research
- Positive, friendly and courteous outlook
- Attention to detail and accuracy
- Ability and willingness to work effectively as part of a small team
- Ability to use own initiative and to work independently
- Competent in Excel

Other desirable, but not essential, skills include

- knowledge of Sage CRM (database use and maintenance)
- any experience (academic or professional) in M&E
- Copywriting, editing, and proof reading skills
- Knowledge and active interest in social media

Salary

This will be a full time position based in London. **Ethical Tea Partnership is a living wage employer.**

Applicants must have the right to work in the UK as we are unable to sponsor visas.

Please send a CV and a one-page cover letter outlining why you feel that you would be suitable for this position by **June 14th 2017**, to Anu Huhtisaari (anu.huhtisaari@ethicalteapartnership.org).