



FULL JOB DESCRIPTION

Conservation and Communities Intern

TERMS OF REFERENCE (TOR)

Title:	Conservation and Communities Intern
Organisation:	Jamma Conservation and Communities (Jamma C & C) www.jammaconservationandcommunities.com
Supervises:	N/A
Location:	Surrey, UK
Salary	£24,785

Background

Jamma Conservation and Communities (Jamma C & C) is an established Philanthropic and Active Impact Investment arm of a Private Family Office. Jamma is focussed on supporting conservation and communities through the advancement of Human-Centred Conservation (HCC), an approach that places the rights, knowledge, needs, and leadership of people living in and around biodiverse landscapes—particularly Indigenous Peoples and local communities—at the core of conservation practice, while recognising the shared responsibility of all people for sustaining the planet.

Our work across Southern Africa focuses on supporting communities in the sustainable use and stewardship of natural resources, linking ecological integrity with social and economic wellbeing. We provide technical support and resources to community-based organisations, research institutions, and other partners on the ground, helping to co-design

and implement initiatives that strengthen natural resource governance, promote equitable benefit-sharing, and protect biodiversity.

An exciting internship opportunity has been created that will support these efforts by contributing research, technical assistance, and project coordination, helping to ensure that our partners and programmes deliver lasting, locally rooted conservation and development outcomes.

Specific Duties

1. Administrative and Organisational Support

- Provide administrative assistance, including note-taking, meeting preparation, calendar management, and document organisation.
- Support travel planning and logistics for Jamma C & C staff and partners.
- Assist with assembling, formatting, and maintaining organisational documents and records.

2. Research and Knowledge Development

- Conduct research into themes, regions, and sectors relevant to Jamma's strategic priorities and potential investment areas.
- Compile, draft, and consolidate supporting materials such as reports, factsheets, articles, briefing notes, and concept documents.
- Monitor external developments, literature, and news relevant to Jamma's work and communicate key insights to the team.

3. Data Collection, Analysis, and Technical Support

- Support Jamma and its partners with data collection, cleaning, and analysis tasks.
- Contribute to spatial mapping, data visualisation, and reporting using the ESRI ecosystem (ArcGIS Pro, Field Maps, Survey123, Dashboards) and other relevant tools (e.g., Kumu).
- Assist with the development and maintenance of datasets, monitoring frameworks, and analytical outputs.

4. Communications and Media Support

- Support the monitoring, updating, and development of content for Jamma's social media platforms and website, in line with the Communications Strategy and Policy.
- Contribute to the preparation of newsletters, blogs, articles, and other communication products.
- Track media and platform analytics to identify performance patterns and inform future content planning.

5. Project Support and Cross-Team Collaboration

- Assist ongoing projects across Jamma's portfolio with research, data, mapping, communications, or logistical inputs as needed.
- Provide general support to colleagues—including the Director, Head of Impact, and Project Coordinator—through flexible, responsive assistance.
- Draft meeting notes and summarise key actions from partner calls.

- Support data collation from partner monthly dashboards and help maintain internal records and online folders (sharePoint, Giving Data, Monday.com, etc).
- Undertake other duties consistent with the background, responsibilities, and purpose of this internship.

Qualifications and skills essential for this position

- ✓ Master's Degree in natural resource management, protected area management, biodiversity conservation or related discipline.
- ✓ Demonstrable field experience with conservation and or communities.
- ✓ Excellent communication, organisational, time management, and interpersonal skills.
- ✓ Demonstrable research skills.
- ✓ Proven knowledge of social media and public relations.
- ✓ Able to define tasks and meet set deadlines.
- ✓ Analytical skills and familiarity with analytical/statistical software such as R
- ✓ Ability to communicate effectively with the Jamma team and Jamma's wider network.
- ✓ Proven ability to write project proposals and reports.
- ✓ Good knowledge of software packages such as Microsoft Office.
- ✓ Good administrative and IT skills.
- ✓ Fluency in spoken and written English.
- ✓ Goal oriented and able to meet targets and objectives.
- ✓ A passion for and commitment to Jamma values.
- ✓ Familiarity with the dynamics and key issues relating to conservation globally, with specific knowledge of the Southern African model, including CBNRM.
- ✓ A firm commitment to the concept of sustainable utilization in all its forms as a useful and necessary tool for biodiversity conservation.
- ✓ Experience with ArcGIS or other GIS software is a bonus.
- ✓ A second European or African language also desirable but not essential.
- ✓ Familiarity with AI.

We are looking for a critical thinker with a can-do positive attitude.