

Overview

Exhibition Road Cultural Group, through the South Ken ZEN+ Programme, wishes to engage an intern to conduct two small projects related to supply chain sustainability:

- 1) A targeted sustainability assessment of the largest suppliers of the largest institutions in South Kensington, under the ZEN+ programme. The intern will identify and assess the sustainability performance of key suppliers, focusing on climate-related disclosures and commitments. The goal is to benchmark supplier practices and identify gaps and opportunities for engagement. (2 weeks)
- 2) A scoping study of supply chain sustainability platforms that could provide a group-wide solution for supplier performance assessment and engagement. Review criteria will be set by South Ken ZEN+ in advance. (2 weeks)

The intern will work remotely using their own laptop and internet connection. The internship will commence with an intensive in-person onboarding and structured support, but the intern will be expected to work independently for most of the time thereafter. This work will be delivered with supervision and support from The Natural History Museum's Sustainability Officer as a key stakeholder. The placement will run for 4 weeks on a full or part-time, flexible working basis, depending on the availability of the preferred candidate.

Selection criteria

Essential

- Currently enrolled in or recently completed a university-level programme or equivalent experience in a relevant field such as sustainability, environmental science, business, procurement, supply chain management, or a related discipline.
 - Aged 18 or over at the time of application.
 - Demonstratable interest in sustainability and/or supply chain issues.
 - Strong research and analytical skills, with the ability to work independently and synthesise information from multiple sources.
 - Proficient in using spreadsheet software (e.g. Excel, Google Sheets) or similar tools for data analysis and presentation.
- Experience of report writing and presenting to a small audience (in an academic or business context).

Desirable

- Experience conducting desk-based research or literature reviews.
- Previous experience working in a remote or hybrid environment.
- Interest in or knowledge of the cultural or heritage sector.

What we will offer in return

- Internship remuneration of £110 per day.
- An opportunity to see the inner-workings of world-leading cultural and educational institutions and how they collaborate
- Experience of working on a real-world project, the outcomes of which will inform the future direction of the South Ken ZEN+ Programme
- Personalised coaching and mentoring from experienced sustainability professionals
- A personal development and career planning session at the end of the placement
- Tickets to private gallery viewings
- Free Carbon Literacy Trust Qualification (will require in-person attendance at a training course on 11/12 Sept)

Key Deliverables and Outcomes

The final output will include:

- Completed spreadsheet matrices, summarising the supplier indicators for task 1 and the benefits of different platforms for task 2
- A 2-page report highlighting key findings, gaps, and recommendations, covering both tasks
- An informal presentation of the report to the South Ken ZEN+ Procurement Working Group

Location

Remote, with a two-day in-person induction at The Natural History Museum, Cromwell Road, London, SW7 5BD

Onboarding

The internship will begin with an intensive, 2-day on-boarding conducted on-site, covering:

- Introduction to ZEN+ and its objectives
- Overview of the institutions and supplier landscape
- Briefing on the task and expectations
- Training on sustainability in the supply chain, performance measurement and reporting standards relevant to the task
- Arranging access to the supplier spreadsheet and other relevant resources
- Q&A and planning session for the first week of work

Oversight and support

- Initial 2-day on-site onboarding (JC)
- Weekly 30 mins virtual check-ins to review progress (JC)
- Ad hoc support via email (JC)
- Access to relevant South Ken ZEN+ documentation and contacts as needed (TM)
- A 1 hour structured personal development plan (PDP) coaching session at the end of the internship to support the intern's professional growth and career planning (JC and others)

Dependencies and Considerations

- The intern will work offsite, using their own laptop and internet connection

Sensitive information

No commercially sensitive information will be included in the documentation the intern will be working with. However, the intern is asked to maintain confidentiality with regard to all information arising from the placement.

Timeline

Placement advertising	w/c 21 July
Application deadline	Sunday 3rd August
Shortlisting	w/c 4 August
Interviews	w/c 11 August
Placement start date	Monday 18 August
Placement end date	Friday 12 September

Applications

To apply for this position, please submit a short CV (maximum 2 pages) and cover letter, detailing how you fulfill the selection criteria.

Applications should be sent to southkenzen@exhibitionroad.com no later than midnight on Sunday the 3rd of August.