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WWF Mediterranean

Via Po, 25C
00198 - Rome

Terms of Reference

Intern – Mediterranean Marine Initiative Programme Support

Location: Rome, Italy (Hybrid)

Duration: 6 months

Reports to: Programme Manager, Conservation Unit

Time Commitment: Full-time

Start Date: October/November, 2025

Background:

The Mediterranean Marine Initiative (MMI) is a regional programme made up of twelve WWF offices across the Mediterranean Sea and coordinated by WWF Mediterranean. The MMI partners have a vision of a Mediterranean Sea and coastal ecoregion where biodiversity and ecosystems have recovered their full integrity, resilience to climate change and capacity to provide benefits to people .

To support the efficient functioning of the MMI Programme and WWF Mediterranean's Conservation team, we are seeking a motivated intern to assist with programme coordination, data management, reporting, and knowledge management. The role is ideal for a candidate looking to gain practical hands-on experience in programme management with a dynamic international conservation NGO.

Objectives:

The internship aims to:

- Provide hands-on experience in conservation programme management and planning.
- Support improved coordination, documentation and data management across multiple projects and disciplines.
- Support enhanced coordination between WWF Mediterranean and the wider WWF network.
- Contribute to knowledge sharing and learning within the team.



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Main Responsibilities and Tasks:

Under the supervision and close coordination of the MMI Programme Manager, the intern will support the following tasks:

1. *Programme Coordination and Data Management:*

- Collect and compile data for the new WWF Country Office Management Dashboard (TBC)
- Support the migration of historical and current project data into the new WWF Grants Management System (GMS)
- Work with the Programme Manager and broader conservation unit to complete data entry for Planning, Monitoring, Evaluation and Learning (PMEL) processes and the compilation of MMI Dashboard updates from the internal conservation team.
- Contribute to the design and setup of a new internal dashboard aligned with international conservation processes.
- Develop, maintain, and regularly update the Programme Calendar, ensuring accuracy and completeness, to be completed in close coordination with programmatic leads, communications manager, and policy manager.

2. *Reporting and Documentation:*

- Support the programme manager, programme assistant, and WWF North Africa team in drafting the Post-Annual Meeting Report, including synthesis of key decisions, lessons learned, and next steps.
- Maintain the project and pipeline tracker and develop a fundraising tracker, supporting regular updates and data accuracy.
- Support the creation of up to three new Standard Operating Procedures for programme activities and knowledge transfer.

3. *Knowledge Management and Process Support:*

- Following the network migration to Microsoft, contribute to the improvement of internal knowledge management systems and reorganization of filing systems.

4. *Administrative and Meeting Support:*

- Facilitate the set-up of meetings, preparing agenda, note-taking, and follow up on action points.
- Assist the programme manager in slide deck creation and formatting.
- Upload relevant meeting materials and help ensure team accountability on agreed next steps.



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5. *Learning and Professional Development:*

- The internship will include opportunities to:
 - Participate in shadowing opportunities (e.g. team meetings, external stakeholder calls)
 - Take ownership of a special mini project to be defined based on selected intern's interests and programme needs
 - Engage in weekly mentoring sessions and maintaining a learning journal/reading list for reflective learning.

Requirements:

- University degree (or currently enrolled) in environmental studies, project management, international development, or related field.
- Strong organizational and data management skills.
- Excellent written and verbal communication in English; other language skills are appreciated.
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word, SharePoint)
- Interest in conservation and project/programme coordination and management
- Ability to work independently and manage multiple tasks
- Adherence to WWF's values: Courage, Integrity, Respect, Collaboration.

Learning Outcomes:

- Gained experience working within an international conservation NGO under the Mediterranean Marine Initiative
- Developed skills in programme coordination, data management, reporting, and knowledge sharing.
- Contribute meaningfully to the programmatic efficiency of the WWF Med team.
- Opportunities to engage with the broader MMI and WWF Network.

About WWF Mediterranean

Equal opportunity employer

Smart-working model (2 days a week in the office)



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Application Process

Please send your updated CV in English to **applications@wwfmedpo.org** indicating in the subject line: "Application – Intern – Mediterranean Marine Initiative Programme Support."

Application deadline: 19/09/2025.

Please note that only shortlisted candidates will be contacted.

WWF is an equal opportunity employer and is committed to building a diverse workforce.

As an international organization, we support a working environment of diversity based on justice and mutual respect. We therefore welcome every application - regardless of ethnic, social and national origin, gender, religion, age, disability, sexual orientation, marital status and political views