4-month internship: Data & Metrics Initiative

Isle of Wight, UK

*Given the current COVID19 restrictions we envisage the first part of this internship being carried out remotely.*

This is a new role in our Data & Metrics team to support the growth of this important new initiative. You will provide a key role in scaling up our flagship project, the Circulytics tool, to measure company-level circular economy performance.

**Role and Responsibilities**

**Reporting to our Data & Metrics Lead your main priorities will be:**

- Circulytics scorecard processing: Oversight and operations from account creation to sending out scorecards.
- Circulytics helpdesk: Responding to queries from organisations using Circulytics and finding answers from broader Foundation team members.
- Troubleshooting: Proactively finding issues in processes and reacting to found issues.
- Synthesising feedback from surveys to inform tool improvement.

You will have hands-on support from the team while familiarising yourself with all tasks. The role will be 60% operational support and 40% content support on queries and troubleshooting.

**Your profile**

- A good academic record and degree level qualifications preferably in a scientific major.
- The intellectual capacity and analytical skills to understand the principles of the circular economy and ability to apply them to the context of a wide variety of companies. Evidence of some circular economy experience would be helpful.
- Evidence of designing and operating logical processes to handle datasets.
- Strong communication skills: the ability to communicate effectively with individuals at various management levels, across a variety of business functions, industries and geographies.
- Strong organisational skills and great attention to detail.
- Experience with using statistical analysis software and basics of a programming language, especially Python, is considered a big plus.

**What we do:**

The Ellen MacArthur Foundation is an innovative not-for-profit organisation with a mission to accelerate the transition to a circular economy. The Foundation works with the world's largest organisations and the emerging innovators that are bringing a circular economy to
life. If you would like to learn more about the Ellen MacArthur Foundation or the circular economy, please visit [www.ellenmacarthurfoundation.org](http://www.ellenmacarthurfoundation.org)

_Please apply with CV and covering letter to:_
**Barbara Calland (barbara@ellenmacarthurfoundation.org)**

**Desired starting date:** April 2020 onwards.
**Closing date:** 2nd April 2020.
**Salary package:** This is an intern position and we will cover your accommodation costs in Cowes plus a contribution towards living expenses. To be discussed at interview given the current COVID19 restrictions.
**Location:** Cowes, Isle of Wight.