

Additional Candidate Pack

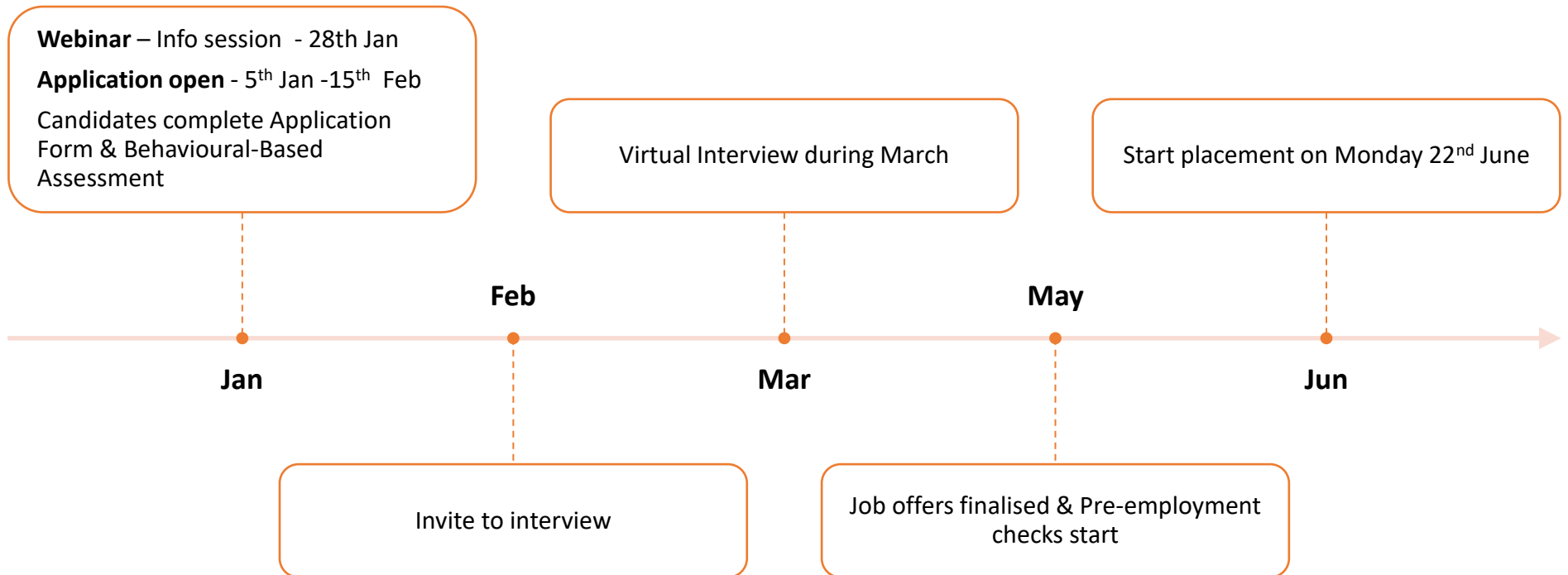
Business & Communications Summer Internship

Date: 05/01/2026

Please think of the environment and do not print this pack unless necessary



Application Timeline 2026





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1. **The application window will be open from the 5th January for 6 weeks. Once you have completed your Application Form, on 12th January you will then receive a link to a Behavioural Based Assessment. You will have until 18th February at 23:59pm to complete your tasks.**

We will be holding a 1-hour information session on 28th January at 12pm.

Inside EA: Industry Placements & Internships Explained

Join us for an informative session about the Environment Agency's Industry Placement and Summer Internship Programme opportunities. We'll cover the details of each programme, share insights from our Equality, Diversity & Inclusion team, and hear from current career entrants about their experiences and what they're doing now.

Please note: This is an information session, and while we'll try to answer questions if time allows, the focus will be on giving you a clear overview of the opportunities available.

Agenda:

Welcome & Overview – About the Environment Agency
Programme Details – Industry Placement & Internship offers
EDI Focus – Our commitment to diversity and inclusion
Career Entrant Stories – Hear from those who joined and where they are now
Closing Remarks

2. **Once the application window is closed, we'll carry out a 'blind sift', which means we can't see your personal details, so assess purely on skills, experience, and qualifications. Your answers will be read and scored according to our scoring criteria and the top scoring candidates will be invited to interview.**
3. **Candidates that have been progressed to interview will be notified and asked to select an interview slot.**
4. **No offers will be made until the end of the interviewing process. If you accept an offer, our 'onboarding' process will commence, which comprises of a range of official checks, including references and police check.**

All roles will start on 22nd June. If you are not available to start until after June, please apply for next year's intake.



Recruitment Support

Early [career](#) website

“The main advice I would give someone thinking of joining the EA is to go in with an open mind and a positive attitude. There are so many different roles, all require different skills, so you shouldn’t be afraid to reach out and speak to people within different teams and directorates.
– **Liv, Summer Intern**

This year we are recruiting for 12 vacancies, to start in June 2026.

Information call on Wednesday
28th January 12pm-1pm
[Join the meeting now](#)

Roles available (Page 1)

Roles available	<u>Location(s)</u>	Driving license
E&B Executive Office	London	No
GMMC Executive Office	Warrington	No
STA Executive Office	London, Brighton, Bristol, Birmingham	Preferable
HNL Inclusion & Sustainability	Welwyn Garden City	No
STA Legal Services	Birmingham, Exeter, Peterborough, Warrington	Preferable
STA Service Transformation	Flexible – hubs at Bristol, Sheffield & Warrington	No

E&B Executive Office – 1 role

Location	London
Degree	Business administration, Communications.
Working Pattern	Full-time, with flexible working.

Shape the Future of Environmental Policy and Business

Join our Environment & Business (E&B) Executive Office and help influence decisions that create better places for people and wildlife. We work at the heart of government, supporting our Executive Director and collaborating with colleagues across the Environment Agency, Defra, and beyond. This is your chance to contribute to work that matters - where sustainability, innovation, and policy come together.

You'll gain hands-on experience in digital communications, data analysis, project coordination, and stakeholder engagement, while learning how strategic decisions shape environmental outcomes. This is more than administration - it's about enabling leadership and driving impact.

What you'll do:

- Support governance meetings and ensure smooth operation of the Executive Office.
- Coordinate projects within the Executive Office to enable continuous improvement, which will involve reporting, data analysis and implementing new processes.
- Engage with stakeholders and contribute to internal and external communications.
- Work closely with senior leaders and teams across the directorate to deliver on key priorities.
- Explore areas that interest you, whether policy development, sustainability, or digital innovation.

What we're looking for:

- Strong interest in communications, sustainability, project management, or policy development.
- Preferred courses: Business Administration or Communications.
- Skills in data handling, report writing, stakeholder engagement, and proficiency in Microsoft Office or specialist tools (e.g., Power BI, GIS).
- A proactive mindset and willingness to learn how strategy and policy influence environmental outcomes.
- A team player with ability to work and deliver independently.

Location & working pattern:

- We're a dispersed team of four, but we value meeting in person.
- Driving is not essential, but travel will be expected (travels expenses covered if not base office).
- Full-time position, with flexible working to support a healthy work-life balance.
- Based at 2 Marsham Street, London.

Important: This role requires Counter Terrorist Check (CTC) clearance. You must have lived in the UK for at least 2–3 years.

Why Join us?

This is your chance to have influence that lasts - supporting leadership at the heart of environmental decision-making. You'll develop skills in governance, communications, and project delivery, while contributing to work that shapes policy and protects our environment. Join us and be part of the solution.



GMMC Executive Office – 1 role

Location	Warrington
Degree	Business administration, Communications.
Working Pattern	Full-time.

Support Executive Leadership & Drive Strategic Outcomes

Join our Greater Manchester, Merseyside & Cheshire (GMMC) Executive Office team and experience first-hand what it takes to run a busy, high-profile office. You'll work closely with the Executive Director and colleagues across the Environment Agency, Defra, Government, and partners - helping shape strategies that create better places for people and wildlife.

This is a unique opportunity to gain insight into governance, policy development, and stakeholder engagement while supporting the smooth running of the Executive Office. You'll also have the flexibility to explore areas that interest you, from communications and data analysis to project coordination and sustainability.

What you'll do:

- Support meetings and office administration.
- Coordinate projects and assist with internal and external communications.
- Contribute to assurance and strategic planning.
- Analyse data and prepare reports to inform decision-making.

What we're looking for:

Interests: Digital communications, data analysis, sustainability, project management, customer service, policy development, administration, and management.

Preferred courses: Business Administration, Communications.

Skills:

Communication and stakeholder engagement, presenting, project coordination, proficiency in Microsoft Office or specialist tools (e.g., Power BI, MS forms), understanding of policy and strategy.

We value initiative, adaptability, and collaboration - everything else you'll learn with us.

Location & working pattern:

Location: Richard Fairclough House, Warrington

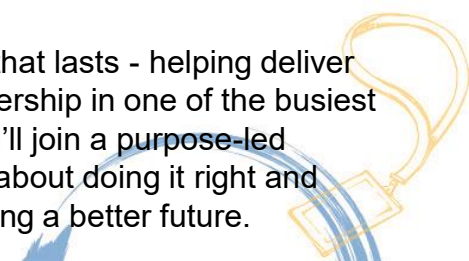
Working pattern: Full-time

Support: Yes - mentoring, shared learning, and guidance from a small, supportive team.

You'll also join a wider network of early career entrants across the region - giving you a supportive peer group and opportunities to share learning and experiences.

Why Join us?

This is your chance to make an impact that lasts - helping deliver strategic outcomes and supporting leadership in one of the busiest regions of the Environment Agency. You'll join a purpose-led organisation where people care deeply about doing it right and supporting you to grow. Be part of building a better future.



STA Executive Office – 1 role

Location	London, Brighton, Bristol, or Birmingham
Degree	Open to all.
Working Pattern	Full-time or part-time - flexible to suit your needs.

Connect People. Drive Change.

Join our Executive Office for the Director of People & Assurance, in Strategy, Transformation & Assurance (STA) team, and gain insight into how we support the organisation at the highest level. This internship offers the chance to work on projects that touch every part of the business - from HR and wellbeing to risk, assurance, and pensions. You'll be part of a small, friendly team that thrives in a fast-paced environment and values collaboration.

This is a great opportunity to learn how an executive office operates, build professional networks, and develop skills that matter for any future career.

What you'll do:

- Support the Director of People & Assurance with executive-level tasks and meetings.
- Assist with SharePoint management, document organisation, and digital communications.
- Help coordinate projects and provide administrative support across HR, wellbeing, and assurance.
- Work with colleagues across the organisation to deliver outcomes that make a difference.

What we're looking for:

- Excellent communication skills and confidence with SharePoint or IT systems.
- Organised, proactive, and comfortable working independently and as part of a team.
- No specific academic background required - just enthusiasm and a willingness to learn.
- Ideally someone who enjoys office-based work rather than field-based activities.

Location & working pattern:

- Full-time or part-time - flexible to suit your needs.
- Ability to travel is an advantage (with notice), mainly between London, Brighton, Bristol, and Birmingham.
- Locations: London (Marsham Street), Worthing, Birmingham, Bristol, or Tewkesbury.

Please note: If based at Marsham Street, you will require a higher level of security clearance (Counter Terrorist Check). You must have lived in the UK for at least 2–3 years to meet this requirement.

- Travel expenses covered for visits outside your base office.

Why Join us?

This is your chance to shape new possibilities - working at the heart of our People & Assurance function and gaining exposure to everything from HR to risk management. You'll develop practical skills, build confidence, and work in a team that values support and collaboration. We've hosted interns before and know how to make your experience count.

HNL Inclusion & Sustainability – 2 roles

Location	Welwyn Garden City
Degree	Open to all courses - Environmental or business backgrounds welcome.
Working Pattern	Full time preferred.

Champion Inclusion. Drive Sustainability.

Join the Hertfordshire & North London (HNL) team and help shape projects that make a real difference. This internship offers the chance to work on Equality, Diversity & Inclusion (EDI) initiatives, sustainability projects, and digital communications - supporting work that matters for people and the environment.

You'll gain hands-on experience in project coordination, communication, and stakeholder engagement, while helping deliver meaningful outcomes for our area.

What you'll do:

- Support EDI and sustainability projects that improve how we work and engage with communities.
- Assist with digital communications to share updates and promote initiatives.
- Coordinate tasks, manage data, and contribute to reporting and presentations.
- Work collaboratively with colleagues to deliver projects that align with organisational goals.

What we're looking for:

- Interest in EDI, sustainability, and digital communications.
- Skills in communication, project coordination, and proficiency in Microsoft Office and Excel.
- Organised, proactive, and comfortable working independently and as part of a team.

Location & working pattern:

- Full-time preferred.
- Location: Alchemy, Welwyn Garden City.
- Full support provided throughout the placement.

Why Join us?

This is your chance to shape new possibilities - helping deliver projects that champion inclusion and sustainability. You'll develop practical skills, gain experience in digital communications, and contribute to work that creates positive change.



STA Legal Services – 1 role

Location	Birmingham, Exeter, Peterborough or Warrington
Degree	Law Degree or PG Diploma in Law.
Working Pattern	Flexible.

Gain Legal Experience. Protect the Environment.

Join our Legal Services Team, in Strategy, Transformation & Assurance (STA), and gain hands-on experience in legal advice and litigation. This internship offers the chance to work on cases and projects that help the Environment Agency deliver its mission - creating better places for people and wildlife while supporting sustainable development within the rule of law.

You'll develop practical skills in legal research and analysis and litigation support, while working alongside experienced lawyers on matters that make a real impact.

What you'll do:

- Assist with legal research and analysis across a range of areas such as environmental, planning, commercial, property, criminal, employment, information and health & safety law.
- Support litigation and appeals, including Judicial Review and prosecutions.
- Learn about corporate governance matters and our work on major projects.
- Gain exposure to legal risk management and training initiatives.

What we're looking for:

- Interest in developing a legal career.
- Preferred course: Law Degree or PG Diploma in Law.
- Strong legal research skills and proficiency in Microsoft Office.
- Organised, detail-focused, and able to work independently and collaboratively.
- Ability to travel would be helpful.

Location & working pattern:

- Flexible working arrangements.
- Locations: Birmingham, Exeter, Peterborough, or Warrington.
- Full support provided throughout the placement.

Why Join us?

This is your chance to have influence that lasts - helping shape legal frameworks and decisions that protect the environment and communities. You'll gain insight into regulation, legal advice, litigation and the development of legislation, supported by mentoring and access to expert networks.



STA Service Transformation – 6 roles

Location Flexible with hubs in Bristol, Sheffield & Warrington

Degree Anything linked to data, digital, or technology.

Working Pattern Flexible.

Lead digital innovation and drive organisational change

Join our Service Transformation team, in Strategy, Transformation & Assurance (STA), and help shape the Environment Agency's future as a digitally enabled organisation. We're the change centre of excellence - leading on data, digital innovation, and transformation to ensure our services meet the needs of a modern, connected world.

This is an opportunity to gain experience in project management, business analysis, service design, and executive support, while working on initiatives that deliver real impact across the organisation.

What you'll do:

- Support projects that transform how we use data and digital tools.
- Assist with stakeholder engagement and service design activities.
- Contribute to portfolio management and provide executive support for strategic programmes.
- Work alongside specialists in data, digital, and change management.

What we're looking for:

- Interests in data, digital innovation, change management, and project delivery.
- Preferred courses include anything linked to data, digital, or technology.
- Skills in project coordination, stakeholder engagement, and Microsoft Office; experience with business analysis or service design is a bonus.

Location & working pattern:

- Flexible hours and a hybrid working model - most of the team works from home, but comes together regularly at various locations.
- Roles are spread across the country, with several team members based at Horizon House (Bristol), and others in Sheffield and Warrington.

Why Join us?

This is your chance to make an impact that lasts - helping deliver digital transformation that improves services for people and the environment. You'll gain experience in change management, data-driven decision-making, and strategic project delivery, all while working in a forward-thinking team.



We look forward to receiving your application.

Contact us at:
eacareerentry@environment-agency.gov.uk

