

The EUROPEAN ENVIRONMENTAL BUREAU is recruiting for a new EU POLICY DIRECTOR

This high profile position in the largest network of environmental citizens' organisations in Europe offers the successful candidate the opportunity to be at the cutting edge of civil society efforts to improve the EU's environment-related policies.

The work consists of:

- Providing strategic guidance and political leadership to the EEB's EU policy work
- Leading and managing the EU Policy Unit (currently 14 staff), including personnel (recruitment, supervision, performance review etc) and budgetary aspects
- Representing the EEB at high level events and meetings
- Building and maintaining close working relations with key representatives of the EU institutions, Member States and other stakeholders
- Representing the EEB towards the media
- Mobilising the EEB member organisations to play an active part in delivering the EEB's EU policy objectives
- Working closely with the EEB's Communications Manager and Director of Global Policies and Sustainability to deliver effective, clear and coherent messaging in support of EEB goals, exercising quality control in relation to EU policy content
- Remaining on top of all major EU environment-relevant policy developments and trends as well as relevant scientific developments while engaging in and following more closely certain topics of horizontal importance such as the future of EU trade policy, 'better regulation', future of the EU and Brexit
- Identifying and helping to secure sources of funding for the future work of the EEB and in particular its EU Policy Unit
- Representing the EU Policy Unit in the EEB's senior management team, supporting the management and development of the organisation and providing input on behalf of the Unit to various horizontal processes, e.g. applications, reporting exercises

Qualities and experiences required for post:

- Solid theoretical and practical knowledge of EU political processes
- Strong and preferably broad knowledge of environmental policy issues
- Broad understanding of the political, scientific, legal, economic, financial and technical issues associated with the environmental policies
- Good management, supervisory and interpersonal communication skills, preferably with at least five years of work experience where these skills have been applied
- Solid project and programme management experience

- Strong networking skills, ideally already having contacts with key players in the relevant fora
- Experience in producing high quality output under time pressure as well as providing quality control
- Strong written and oral communication skills in English, fluency in other widely used European languages an asset; equally comfortable in addressing large audiences and in bilateral meetings with key decision-makers
- Experience in fundraising, preferably with both government and private foundation donors
- Flexibility (we expect and offer flexibility regarding work schedules)
- Prepared and able to work in a dynamic working environment, sometimes under pressure
- Ability to work effectively on a large number of different topics and prioritise workload and time allocations
- A firm commitment to the values the EEB represents

The EEB offers:

- A competitive salary based on the level of experience, coupled with various benefits: holiday bonus, 13th month, pension scheme, luncheon vouchers
- A permanent contract
- A pleasant working atmosphere in an international working environment
- A worthy cause to work for

The EEB is an equal-opportunities employer.

Application process:

Applications consisting of a letter of motivation, CV (including the basic personal information included in the Europass CV format) and completed questionnaire (below) should be sent to personnel@eeb.org. N.B. Only applications that include these three components will be considered. Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.

Place: EEB office in Brussels
Deadline for Application: 13 September 2017
Interviews first round: Second half September
Proposed starting date: As soon as possible after 31 October 2017

Questionnaire for candidates for post of EU Policy Director

Please answer the following questions in not more than 200 words per question.

1. What do you see as the main risks and opportunities for EU environment-related policies in the coming five years?
2. How can the environmental movement in general and the EEB specifically become more effective in its advocacy work to promote better policies for the environment at EU and Member State levels?
3. Does being a team leader in an NGO require different skills and qualities from being a team leader in the business or government sectors? Explain your answer.

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International non-profit association - Association internationale sans but lucratif (AISBL)