

**Officer: 'Green Infrastructures & Biodiversity'
- Sustainable Resources, Climate & Resilience**

Start date: 01. October 2019 (or earlier)

Duration: 2 years with a view to extension

Deadline for application: 19 July 2019

We offer is an opportunity to join the leading global network of 1,500 cities, towns and regions committed to building a sustainable future. Through our collective efforts, we impact more than 25 percent of the global urban population. ICLEI – Local Governments for Sustainability, European Secretariat, based in Freiburg, Germany provides its members with a voice on the European and international stage, a platform to connect with peers, and tools to drive positive environmental, economic and social change. We are a growing organisation that offers exciting opportunities, with a competitive salary, staff appreciation days and recognises the effort and achievement of all its employees.

The European Secretariat of ICLEI seeks to fill the position of **Officer Green Infrastructures & Biodiversity** within its **Sustainable Resources, Climate & Resilience** team. We've been at the forefront of the sustainable urban development with a view to managing natural resources for more than 20 years with strong experiences in topics such as integrated water management, climate mitigation and sustainable energy, climate adaptation and urban resilience, biodiversity and green infrastructures.

In more recent years our work has expanded to cover the topics of green infrastructure, nature-based solutions, as well as healthy and circular cities. Our work supports local governments in developing, piloting, and implementing new approaches supporting urban transformation towards sustainability as well as raising awareness, capacity building and encouraging policy developments at the European and international level. We are looking for a person who has experience of green infrastructures, nature-based solutions, (urban) biodiversity and ecosystems to complement the existing expertise within the team.

ICLEI's member cities drive innovation by pioneering the development and application of new processes, instruments, methods and tools for local sustainability. ICLEI promotes integrated and cyclical management and governance of all sustainability related policy areas.

Tasks and responsibilities:

- Develop and implement international and European initiatives and projects that support public authorities wanting to implement.
- Proactively support to SRCR Team for achieving goals related to the topical area.
- Conceptually develop and implement defined tasks or work-packages within projects and services, communication with partners, preparation and implementation of products and deliverables (incl. meetings and workshops, development of training curricula and materials, guidelines and handbooks), dissemination, and reporting.
- Undertake research, write guidance and develop case studies that improve knowledge and skills in public sector on aspects related to green infrastructure, nature-based solutions, biodiversity and ecosystems.
- Coordinate small and medium-sized projects incl. budgetary tasks of assigned projects and services and appropriate work planning in close cooperation with line-management.
- Supervise assistants and interns as delegated by line management.
- Promote and demonstrate the value of green infrastructure, nature-based solutions, biodiversity and ecosystems through internal and external communication channels.

- Support the European and – if needed – international advocacy work and create collaboration opportunities with external organisations on the topics of green infrastructure, nature-based solutions, biodiversity and ecosystems at a European and international level.
- Design creative workshops and conferences that encourage people to participate, learn and network.
- Identify funding opportunities and write project proposals.
- Represent ICLEI at events and undertake presentations.
- Regularly report to line management (Coordinator/Programme Director) including work progress and project implementation in light of project goals, timeframe and budget.

Skills and qualifications:

Essential:

- A degree in a relevant subject such as sustainable urban development and planning or similar, environmental or sustainability management, and/or green/blue infrastructure, and nature-based solutions, particularly within urban context.
- A minimum of 5 years relevant work experience.
- Experience in the application of green infrastructure, nature-based solutions, biodiversity and ecosystems in the public sector.
- Interest and ability to work on a variety of topics linked to green infrastructure, nature-based solutions, biodiversity and ecosystems.
- Ability to be well organised, prioritise tasks and produce good quality work within tight time constraints.
- Ability to work in a team and independently.
- Team player with competence in conflict resolution, pro-active working style, ability to work self-organised within a complex working environment.
- Excellent command of English and at least one further European language (orally, read and in writing).
- Ability to build and maintain relationships with a wide range of external organisations.
- Confident user of all Microsoft Office applications.

Desirable:

- Experience of working on green infrastructure, nature-based solutions, biodiversity and ecosystems.
- Experience of working on international and European projects.
- Experience in developing and implementing interactive training and capacity development activities (particularly for and with local governments), including visualisation and facilitation.
- Up-to-date knowledge of benefits and co-benefits and technical, environmental, social, health and financing aspects related green infrastructure, nature-based solutions, biodiversity and ecosystems in the context of sustainable urban development.
- Up-to date knowledge of legislation including EU regulations and international conventions related to green infrastructure, nature-based solutions, biodiversity and ecosystems.
- Experience in advocacy and policy processes, if possible in European contexts.

Conditions:

- 2 years with a view to extension.
- Corridor contract 80-100% of a full time position with a gross salary according to 'Officer (advanced)' in ICLEI's salary grid (indicative: 50.400 € to 52.800 € per annum for 100%).
- Place of work: ICLEI European Secretariat, Freiburg, Germany.
- Working hours: 40 h/week, six weeks of paid leave per annum.

- Working language: English.
- Readiness for frequent travel.
- Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.
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Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

For more information about ICLEI visit:
www.iclei-europe.org

ICLEI Europe's Equal Opportunity and Employment Policy

ICLEI Europe's hiring policy is geared to ensure that the organisation hires employees without regard to their race, colour, religion, national origin, citizenship, age, sex, marital status, socio-economic background or sexual orientation. ICLEI's policy is that applicants for employment and career progression are considered solely on the basis of their qualifications and competencies.