



Job title: Senior Officer European and international advocacy with a focus on climate and biodiversity policy

Start date: 01 September 2022 (or later)

Duration: 24 months (extension intended)

Deadline for application: 22 July 2022

Place of work: ICLEI Brussels Office

ICLEI European Secretariat

Leopoldring 3
D-79098 Freiburg
Germany

+49-761-36892-0

+49-761-36892-19

iclei-europe@iclei.org

www.iclei-europe.org

twitter.com/ICLEI_Europe

Our House is on fire. Halting climate change and bending the curve in biodiversity loss are important tasks to preserve our planet. More than 2500 cities, towns and regions forming the leading global network ICLEI – Local Governments for Sustainability respond to the call by their commitment to building a sustainable future. Active in over 125 countries, we influence sustainability policy, drive local action for low emission, nature-based, equitable, resilient and circular development and provide members in our network 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. Through our collective efforts, we impact more than 25 percent of the global urban population.

The ICLEI European Secretariat is based in Freiburg, Germany with offices in Brussels and Berlin. We have a team of over 100 people from over 20 countries representing different backgrounds, knowledge and experience.

For now 30 years, we've been at the forefront of sustainable urban development with a view to managing natural resources, with strong experience in climate mitigation and sustainable energy, climate adaptation and urban resilience, integrated water management, biodiversity and green infrastructure. In recent years, our work has expanded to cover the topics of ecosystem-based adaptation and integrated approaches to disaster risk reduction, with a view to enhancing the resilience of cities and regions, and their communities. Our work supports local governments in developing, piloting, and implementing new approaches to sustainable urban transformation, as well as contributing to raising awareness, capacity building, and policy development at European and international levels.

In support our European policy and advocacy work – especially in the fields of climate and biodiversity – we offer the position of a Senior Officer: European and international advocacy with a focus on climate policy.

The new colleague will be responsible for

- engaging in European and international policy and advocacy processes and networks – in particular in the fields of climate, energy and biodiversity (e.g. coalitions, technical working groups, policy events, negotiations);
- developing recommendations, position papers, responses to consultations;
- representational functions at EU and Global level, particularly in policy and advocacy processes related to climate, energy and biodiversity;
- developing and implementing activities in projects and initiatives;
- fundraising and project acquisition.



Tasks and responsibilities:

Responsibilities:

- Engagement in European and international climate, energy and biodiversity policy and advocacy processes and networks (e.g. coalitions, Technical working groups, CoPs etc.);
- Development and drafting of recommendations, positioning papers and documents, opinions, responses to consultations, etc.
- Representation functions at EU and Global level, particularly in policy and advocacy processes related to climate, energy and biodiversity.
- Conceptual development and implementation of activities in projects and initiatives relevant to allocated portfolio, and project acquisition in particular in the following fields:
 - Global and European policy and governance related to climate, energy, biodiversity, and international sustainable urban development;
 - ICLEI Climate Neutrality framework and CitiesWithNature programme for Europe.

Tasks:

- Close co-operation with line-manager and supervising as delegated by the line manager.
- Contribution to further development of ICLEI's European Programmes in relevant areas.
- Engaging in the discussion on the future of European and international policies including analysis of regulatory frameworks and policy instruments.
- Maintain contacts, as relevant, with key partners and stakeholders in institutions including at EU and UN-level.
- Create and maintain partnerships and cooperation with the research community, private sector and financial institutions, including to contribute and take part in research projects, develop publications, explore cooperation with the private sector and with key financial institutions.
- Liaise with ICLEI offices.
- Deliver presentations and facilitate events and take over representative functions as relevant and delegated.
- Project acquisition.
- Preparation, management and implementation of projects in European and – if necessary - non-European countries under supervision of the line manager/DRD;
- Work-planning and process ownership in assigned projects and services including communication with partners and funders.
- Implementation of events, conceptualize and develop platforms, instruments and tools.
- Preparation, conduction and facilitation of training and capacity building workshops and facilitation of stakeholder dialogues related to the topical area.
- Provide relevant contributions to the strategic and conceptual development of the team and of the organization, as needed, and in particular in relation to the allocated portfolio.

Skills and qualifications:

Essential:

- Professional experience: Advanced understanding of and practical experience with policy and advocacy processes (in particular related to sustainable development, climate, energy and biodiversity). Ideally at least 3 years in a similar position.
- Education: Academic degree in a relevant field (political science, European or International relationships and policy studies, sustainability or environmental law, spatial or urban planning, environmental science, environmental economics, etc.)
- Organisational skills: Proven skills in delivering advocacy and negotiation processes as well as conflict resolution, excellent communicative competence (orally and in writing), management and implementation of projects, strong writing, presentation and illustrating skills, excellent speaking and negotiation skills, team player, pro-active working style, ability to work self-organised within a complex working environment, confidence in communicating with partners from different backgrounds and cultures.

- Experience in facilitating group discussions and workshops, developing and implementing briefing, training and capacity development activities (particularly for and with public authorities).
- Languages: Excellent command of English and at least one further European language (orally, read and in writing), preferably French or Spanish.
- Computing: Practical knowledge and advanced skills in MS Office, especially MS Excel or similar tools.

Desirable:

- Solid knowledge on
 - environmental economics, financing and standardization processes;
 - climate and biodiversity relevant sectors and organisations;
 - the international and European policy and governance frameworks related to climate, biodiversity, disaster risk reduction, and sustainable urban development;
 - the UN 2030 Agenda and the Sustainable Development Goals;
 - the relevant institutional and organizational landscape.
- Understanding of and practical experience with
 - the use of EU funding instruments;
 - local governments.
- Expertise in urban and regional development planning processes will be an advantage.

Conditions:

- Limited contract, duration 24 months, extension intended.
- Corridor contract 80-100% of a full time position with a gross salary according to 'Senior Officer' in ICLEI's salary grid (indicative: € 63.600 to € 67.200 per annum for 100%).
- Place of work: ICLEI European Secretariat, Brussels Office, Belgium.
- Workings 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.

Deadline for application: 22 July 2022

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.

