



## **Job title: Junior Officer ‘Nature-based Solutions and Biodiversity’**

**Team: Sustainable Resources, Climate & Resilience**

**Start date: 01 September 2022 (or earlier)**

**Duration: 12 months (extension intended)**

**Deadline for application: 22 July 2022**

### **ICLEI European Secretariat**

Leopoldring 3  
D-79098 Freiburg  
Germany

☎ +49-761-36892-0

📠 +49-761-36892-19

✉ [iclei-europe@iclei.org](mailto:iclei-europe@iclei.org)

🌐 [www.iclei-europe.org](http://www.iclei-europe.org)

🐦 [twitter.com/ICLEI\\_Europe](https://twitter.com/ICLEI_Europe)

This is an opportunity to join ICLEI – Local Governments for Sustainability, the global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in over 125 countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Working with ICLEI is an opportunity to work alongside some leading policy-makers, practitioners, politicians, and urban researchers in the field of sustainable urban development. At the European Secretariat, we have a team of over 120 dedicated professionals from more than 20 countries representing different backgrounds, knowledge and experience. ICLEI's European Secretariat is based in Freiburg (Germany), with offices in Brussels (Belgium) and Berlin (Germany).

For this position, we are looking for a junior expert with a background in nature-based solutions, biodiversity and ecosystem services, environmental management and education and/or environmental (nature-positive) economics in the context of sustainable regional and urban planning and development. Both in R&I projects and service contracts, she/he will help support local and regional governments throughout Europe to champion a sustainable transformation pathway with a particular consideration of nature-based solutions. Interfaces exist to the EU Green Deal and related policies, in particular the EU Environment Programme to 2030, EU Biodiversity Strategy 2030, EU Adaptation Strategy, EU Soil Strategy as well as EU Mission on Soil Health.

We offer a friendly work environment where teamwork plays a strong role, flexible working hours, international travel and training opportunities as well as a supportive approach to professional development. ICLEI is committed to providing an inclusive and supportive working environment and is a family friendly certified organisation with equal opportunities. We also strive to provide a good work-life balance.

### **Tasks and responsibilities:**

- Proactively provide organisational and logistical support of project activities and workflows of the group working on nature-based solutions (NBS) and biodiversity within the Sustainable Resources Climate & Resilience Team to achieve the goals related to the topical area.
- Assist in implementing tasks within projects and services focused on NBS and biodiversity, in particular processes supporting cities to plan and realise NBS on the ground as well as activities to educate and raise awareness for the topic, in close cooperation with colleagues.
- Take on desk research and analysis tasks as input to facilitation processes for cities, workshops and events, presentations as well as policy and advocacy work.
- Assist in developing formats of exchange, evaluation, peer-learning and capacity-building among cities (e.g. for UrbanByNature Programme) and lend support in designing and facilitating creative workshops and events that encourage participants to interact, learn and network.



- Help organise and develop programmes of project-related meetings and other events convening stakeholders from a wide range of organisations, mainly local governments.
- Assist in internal and external communication with (project) partners to ensure a smooth workflow on the operational side whilst promoting and demonstrating the value of NBS and its dimensions (e.g. shift towards a nature-positive economy via NBS, education around NBS) on the strategic side.
- Assist in the acquisition of future projects and writing of project proposals (mainly within the Horizon Europe Work Programme).

### **Skills and qualifications:**

- Education: Academic degree related to NBS and biodiversity, (nature-positive) economics, education for sustainable development and/or urban and regional sustainability management and planning.
- Professional experience - mandatory:
  - Advanced understanding of and practical experience in this topical area as well as relevant tools/ methodologies and opportunities/ challenges;
  - At least one year of work experience in NBS, biodiversity, ecological/environmental management and/or education related to NBS, environmental (nature-positive) economics, climate change adaptation, climate change mitigation or sustainable (urban) development;
  - Experience in project management, organisation and logistical support, communication, and teamwork.
- Professional experience - desired:
  - Experience in working in or with local governments, especially in urban development and planning;
  - Experience in developing and implementing training and capacity development activities (particularly for and with local governments);
  - Experience with Horizon 2020 or Horizon Europe projects, processes and reporting
  - Experience related to the use of EU funding instruments (Horizon Europe, structural Funds, NCFE, etc.) and means of financing NBS and biodiversity action on the ground;
  - Experiences in advocacy and policy processes, if possible in European or international contexts.
- Languages: Excellent command of English (orally, read and in writing) plus at least one further European language (orally, read and in writing).
- Personality: Dynamic, solutions-focused and entrepreneurial approach to work including creativity and interest in project and service development. Motivated team player and analytical thinker with pro-active working style, precision and ability to be self-organised, prioritise multiple tasks, update on work progress independently and produce high quality work under time pressure within an international team and dynamic working environment.
- Communication: Excellent communication and interpersonal skills (orally and in writing). Confidence in communicating with partners from different backgrounds, languages and cultures. First experience in facilitating (online) meetings. Ability to build and maintain good relationships with individuals from external organisations and partners.
- Computing: Confident user of online meeting software and tools, all Microsoft Office applications, e-mail, www research. Experience with Adobe InDesign, Illustrator or other graphic design software, if possible.



### Conditions:

- 12 months (with a view to extension).
- Corridor contract 80-100% with a gross salary according to Junior Officer position in ICLEI's salary grid (indicative: EUR 36.000 to 37.200 per annum for 100%); foreseen to start at 80-100% of full-time position.
- Place of work: ICLEI European Secretariat, Freiburg, Germany.
- 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](mailto: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](http://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.

