



**Job title: Senior Officer Sustainable Food Systems  
ICLEI European Secretariat, Global Food Programme**

**Start date: 15 October 2022**

**Duration: Initial contract period 24 months – extension intended**

**Deadline for application: 21 August 2022**

**Place of work: Freiburg, Germany**

**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

ICLEI – Local Governments for Sustainability is a global and European network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development. It has 25 offices and hubs servicing its members while developing innovative projects and events and is an international not-for-profit association and network perceived as the international representative of cities for sustainability.

ICLEI's European Secretariat is based in Freiburg (Germany), with specialized offices in Brussels and Berlin, and more than 100 staff from all over Europe and beyond, covering a broad variety of professional disciplines.

ICLEI Europe is looking for a food expert who has an advanced knowledge of sustainable food systems, the European policy landscape, of EU project management work and an expertise/ interest in the broader food waste fields.

This post is for a position at the ICLEI European Secretariat in Freiburg, Germany.

**Tasks and responsibilities:**

- Lead ICLEI's work tasks in 1-2 EU projects related to urban food systems, with a systemic focus on food waste, technological and (social) innovation and food governance.
- Support European and international projects and initiatives (workshops, events, research, case studies) related to sustainable urban food systems. Experience with mapping exercises is an asset.
- Increase the visibility, strategic influence and create relevant political and strategic opportunities for ICLEI in the sustainable food field in Europe and beyond.
- In co-operation with the line manager(s) implement defined work packages and tasks within one or several international projects, including the preparation, updating and monitoring of the work plan, and support reporting, defining project progress, problems and solutions.
- Facilitate networking, knowledge sharing, collaboration and best practice exchange between cities and other actors.
- Develop ICLEI's knowledge and work in the field of sustainable food, building on projects, events and strategic partnerships.
- Undertake research and prepare reports, case studies and guidance, on the topics of sustainable food, and where needed provide training and support services on sustainable food.
- Represent ICLEI at relevant events, and help develop strategic relationships with relevant external organisations on the topic of sustainable food.
- Design creative workshops and events that encourage people to participate, learn and network.
- Identify funding opportunities and write project proposals related to sustainable food and local governments.



## Skills and qualifications:

### Essential:

- A degree in a relevant subject such as Environmental Sciences, International Development, Law, Public Policy, Political Sciences, Natural Resource Management, Health/Nutrition or similar. A master degree or studies related to sustainable food systems are an asset.
- A minimum of five years work experience, ideally relevant to the application of sustainable food systems, and in particular the broader field of food waste/sharing.
- Deeper knowledge of sustainable food systems, and the relevance and influence of local governments in driving the sustainable food transition as well as a good understanding of governance structures and partnership development.
- Experience working in a fast-paced environment, high organisational skills, and ability to prioritise tasks and produce good quality work within tight time constraints.
- Proven record of working on international and in particular European projects on food systems.
- Professional experience: Understanding of European Institutions; understanding of European policy (e.g. topics such as sustainable urban development, climate change, public health, agriculture, community engagement, food) as well as of key issues for sustainable development at the local government level. Proven record of working closely with EC services is an asset.
- Communication and organisational skills: High communicative competence (orally and in writing); strong presentation/public speaking skills; team player with a very pro-active working style; ability to work self-organised within a complex and multicultural working environment; confidence in communicating with partners from different backgrounds and cultures; project management skills; ability to organise meetings and workshops in various formats.
- Good understanding of stakeholder groups across the food system.
- Languages: Excellent command of English (orally and in writing); any additional language (written and oral command) is an asset.
- Computing: Proficiency in MS Office (Word, Excel, Access, PowerPoint), and basic skills in InDesign, Photoshop and website content management are an asset.
- Interest and ability to work on a variety of topics linked to sustainable and healthy food in a European and global framework.
- Experience in stakeholder engagement, and ability to build and maintain relationships with a wide range of external organisations of different socio-cultural backgrounds.
- Confident user of all Microsoft Office applications.

### Desirable:

- Strategic mind and out-of-the-box thinking and ability to understand more abstract concepts/thinking.
- Expertise on behavioural change related to food and diets.
- Experience with a local Food Policy Council or any other community-driven food initiative.
- Knowledge or practical experience in sustainable public procurement is an asset.
- Passion for different food cultures.

### 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: 52.800 € to 55.200 € per annum for 100%).
- 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 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: 21 August 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.

