



Senior Expert: Strategic Communications, Membership and Advocacy

Focus: Advocacy

Start date: 01 March 2025

Duration: 24 months (extension intended)

Location: Berlin, Germany

Deadline for application: 15 December 2024

Do you want to contribute to making our cities better places to live?

ICLEI – Local Governments for Sustainability is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

ICLEI's European Secretariat is based in Freiburg (Germany), with subsidiary offices in Brussels and Berlin. ICLEI Europe has more than 150 staff from all over Europe and beyond, covering a broad variety of professional disciplines and expertise.

Working with us, you will have **opportunities** to:

- Deepen your understanding of how cities design and implement sustainability and climate neutrality policies, what kind of challenges they face and how best to support them;
- Contribute to European and international processes that influence urban policies, such as the EU Green Deal, the EU Missions, the New European Bauhaus, the UN SDGs, and others;
- Be part of an internationally recognised organisation that inspires, supports and critically evaluates new trends in (co-)creating sustainable and climate neutral cities, work with a great team of experts and leading urban researchers and practitioners;
- Grow professionally in a flexible, family-friendly work environment with opportunities for personal development, European travel, and professional cultural exchange.

We are looking for a new colleague to join our Strategic Communications and Advocacy team with the following **experience, skills** and **character**:

- At least 5 years of professional experience, working in an advocacy and project environment, ideally for and with local governments and other actors in the 'urban sphere';
- Familiar with the German institutional structures, political system and culture, established network and networking skills, excellent German language skills;
- Proficient in English, spoken and written; more languages are an asset;
- Solid understanding of sustainable urban development issues and policies in all their facets, and of relevant political processes on the national and EU level;





- Excellent interpersonal and communication skills, including public speaking and negotiation skills; Confident interacting and collaborating with a wide range of partners, particularly German government ministries, funding organisations and other relevant stakeholders; ability to navigate a complex working environment;
- Previous experience in drafting talking points, briefings, speeches and position papers; Good research and analytical skills;
- Team player, pro-active working style, ability to multi- task and self-organise the priorities in consultation with relevant teams and colleagues;
- Confidence in communicating with partners from different backgrounds and cultures.

Your position will include the following **main tasks**:

- Coordinate ICLEI Europe's advocacy work in Germany, including pro-active outreach to, and regular communication with German ministries, and develop and maintain a network of relevant partners and stakeholders; Collaborate with ICLEI's topical teams and Brussels based advocacy team in order to contribute to ICLEI's overall advocacy work;
- Collaborate with ICLEI member cities, especially with German members, in regards to their policy work;
- Prepare and contribute to ICLEI's policy briefings, position papers, and policy recommendations; Provide analysis to colleagues and draft talking points and internal briefings in advance of key decision-making forums or relevant processes, policy developments, key dates, and activities;
- Implement activities and organise and facilitate meetings with German, European and international institutions linked to the involvement of cities in international, European and national policy processes (e.g., the G7 and the EU Missions on Climate Neutral Cities and on Climate Adaptation);
- Collaborate with teams in implementing strategic projects and service contracts on sustainability and climate neutrality in cities; Lead and contribute to acquisition efforts and project design, proposal writing, and budgeting.

We offer you the following conditions:

- Initial 24 months contract with high potential for extension;
- Gross salary according to the Senior Expert position in ICLEI's salary grid (indicative: EUR 60.000 – 63.000 per annum);
- Place of work: Berlin, Germany;
- 40h working week with flexibility in working time and up to 50% mobile work;
- 6 weeks of paid leave per annum;
- Working language is English, whilst for this position excellent German language skills are essential;
- Occasional travel within Europe or attendance at international events such as UN negotiations is foreseen.

Please note that applicants must – due to legal reasons – hold EU citizenship or a valid EU residence permit and a valid German work permit. Applications not meeting these conditions can unfortunately not be considered.





Deadline for application: 15 December 2024

Please apply in writing, including a CV and letter of motivation to:
jobs.europe@iclei.org

Please note that we review applications continuously upon receipt and early submissions are encouraged. For more information about ICLEI Europe 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 based on their qualifications and competencies.

