



WWF *for a living planet*[®]

JOB DESCRIPTION

Position title	EU budget & public finance Policy Officer
Reports to:	Policy & Strategy Director, dotted line to Head of Sustainable Finance
Grade:	Professional 1 (P1)
Date:	October 2025

I. Mission of the unit:

The WWF European Policy Office (EPO) is a major policy and public affairs hub and acts as WWF's embassy to the EU institutions. Our goal is to support the achievement of WWF's global mission by helping shape EU policies that affect the environment.

WWF EPO's Public Affairs Unit (headed by the Policy & Strategy Director) works to ensure that the WWF EPO team and wider WWF European Network interact in a politically strategic way with the main EU institutions to achieve our policy objectives efficiently and effectively. WWF EPO's Sustainable Finance Unit works to contribute to shifting EU public and private financial flows from the unsustainable to the sustainable economy, accelerating the transition and end support to unsustainable economic activities.

II. Major Functions:

WWF is working on the next EU budget (Multiannual Financial Framework 2028-2034) to secure EU public finance in quantity and quality to help fully implement the European Green Deal and achieve the EU climate and environmental targets by 2030 and beyond. The EU Budget & Public Finance Policy Officer will focus on three key areas: (a) promoting climate and environmental safeguards across the entire EU budget, (b) increasing the total amount of public funds available for the green transition, and (c) promoting the adoption of dedicated funding for nature restoration.

III. Major Duties and Responsibilities:

The Policy Officer will help organise and coordinate WWF EPO's activities related to the above mentioned key areas. This generally involves the development of relevant materials; active policy engagement with decision makers at an EU level; joint work with relevant NGOs and organisations; support to communication activities with the WWF EU communication team; and coordination with national WWF offices. To a lesser extent, the policy officer will also be involved in direct media outreach and fundraising.

Duties include:

- Contributing to the WWF EPO strategy on EU budget / EU public finance where relevant;
- Contributing to joint NGO collaboration on EU budget / EU public finance (organising meetings, calls, webinars, etc and following relevant CSO coalitions);
- Organising meetings/calls with decision makers and taking part of the relevant meetings/calls;
- Exploring various communication opportunities on above mentioned issues, with WWF communication officer;
- Monitoring relevant policy initiatives and developments on the EU level, to prepare next steps;
- Doing background research on EU regulatory opportunities on public finance and sustainability where relevant;
- Organising or participating in external meetings and events where relevant, to raise WWF questions and recommendations;
- Identifying relevant contacts in EU institutions, relevant EU companies and other relevant EU stakeholders;
- Drafting or inputting various WWF EPO briefing documents, consultation responses, minutes, summaries, analyses, recommendations;
- Contributing to funding proposals and follow up (narrative reports);
- Following Parliamentary meetings and events where relevant;
- Following up with WWF national offices.

IV. Required skills and qualifications:

- Experience in the field of public finance, the EU Multiannual Financial Framework and/or biodiversity and climate finance;
- 2 to 3 years' professional work experience and demonstrable track record of influencing political decision-making;
- In-depth knowledge of the EU legislative processes and policy formulation in the European Parliament, Council of the EU and European Commission;
- Previous experience in either a network organisation at EU level and/or within the EU institutions;
- Identifies with the values of WWF: Courage, Integrity, Respect & Collaboration.

V. Required competencies:

- **Effective collaboration:** Actively support colleagues, contribute to the creation of team spirit and inclusion, encourage open communication, build strong stakeholder relationships, and continuously develop personal skills and expertise;
- **Impactful communication:** Communicate assertively and diplomatically, both orally and in writing, listen actively to understand others, exchange constructive feedback, and share knowledge and best practices to enhance mutual understanding and growth.
- **Flexible task management:** Set realistic short-term objectives, prioritize impactful tasks, plan and coordinate efficiently to deliver on time, while remaining flexible to adapt to new priorities;
- **Balanced resilience:** Maintain quality and composure under pressure, embrace new challenges and learning from mistakes, engage openly with differing views, and communicate clear boundaries and dare to say "no";
- **Strategic and analytical thinking:** Understand how one's work supports WWF EPO's mission, analyse risks, think critically and creatively to develop informed solutions, and stay aware of trends and impacts within one's field;
- **Inspiring leadership:** Lead by example in your own day-to-day work, take responsibility for outcomes, and make informed decisions by considering others' perspectives and input.

- A firm commitment to WWF's mission ("to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature") and its values ("courage, integrity, respect, collaboration").

VI. Working Relationships:

Internal: The post holder reports to the Policy & Strategy Director at the European Policy Office (who heads the Public Affairs Unit), working closely together with other members of the Public Affairs team, the Sustainable finance Head of Unit, and maintaining regular contact with relevant EPO's policy staff as well as the wider WWF network, in particular with WWF Offices in Europe working on public finance.

External: The post holder interacts with Members of the European Parliament and their teams, European Commission staff (up to heads of units) and officials in Member State Permanent Representations to the EU. They also work with other environmental NGOs, think tanks and civil society organisations.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.