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Job Description

Position: Advocacy Officer
Reports to: Head of Public Affairs
Grade: Professional 1 (P1)
Date: January 2022

Mission of the department

The WWF European Policy Office (EPO) functions as a major policy hub of the WWF Network and works to achieve WWF's global mission by leading the WWF Network to shape EU decisions impacting on the European and global environment.

The Public Affairs Unit ensures that the WWF EPO team and wider WWF Network interact in a politically strategic manner with the main EU institutions.

Major functions

The advocacy officer advises the heads of units, policy officers and communications department on advocacy strategy development and implementation in WWF priority policy areas. The post holder establishes and strengthens political relationships and conducts advocacy activities in support of EPO policy units' priority objectives.

The advocacy officer also coordinates WWF's relations with the European Parliament (in particular WWF's activities towards the Environment, Public Health and Food Safety Committee and the Plenary) and supports WWF staff to engage in the decision making within the Council of the EU.

The advocacy officer knows political decision making processes between and within the main EU institutions in-and-out, and provides procedural advice to the wider team of policy experts in WWF EPO.

Major duties and responsibilities

Strategic advocacy planning and implementation (65%)

- Proactively engage with policy officers in WWF EPO to advise and support on political advocacy strategy development and implementation, with a focus on WWF priority policy areas in accordance with WWF's strategic planning;
- Provide ad-hoc support in carrying out advocacy activities, primarily in the field of nature and climate and energy policies, towards the EU institutions (e.g. support in reaching out to MEPs ahead of Committee and/or plenary votes, sharing of recommendations and monitoring of political debates ...);
- Provide advice on decision making processes within and between the EU institutions to all WWF staff and act as a contact point for requests within the public affairs unit.

Liaising with EU institutions (20%)

- Establish, manage and maintain relations with key decision-makers within the European Parliament and its Environment, Public Health and Food Safety Committee, to support WWF EPO policy officers' activities and further strengthen WWF's outreach;

- Coordinate WWF's advocacy activities in the run up towards key decision making moments at the European Parliament Plenary;
- Guide and support EPO staff in the planning and preparation of Parliamentary events;
- Maintain a regular provision and circulation of information on Council and Council working party agendas, documents and processes;
- Lead the preparation and engagement with EU presidencies and coordinate the exchange between WWF EPO and relevant WWF national offices for this purpose;
- In collaboration with the WWF Network, map out the national political contexts in key countries across Europe to ensure WWF is able to leverage its channels of contacts to achieve greater impacts in Council decision making;
- Monitor emerging issues/debate, early identification of relevant issues and actors in Council, European Commission and European Parliament work and debates.

Internal communication, coordination and stakeholder management (15%)

- Organise, in close collaboration with the Head of Public Affairs, capacity building activities for the EPO and WWF Network (in particular by developing, promoting and implementing tailor made training programmes and seminars around EU advocacy);
- Encourage and support EPO staff in sharing knowledge and experiences, and ensure a good flow of relevant political information;
- Regularly share EU policy updates on timelines and developments on key priority files with the European WWF network, and ensure a good flow of information.

Profile

Required qualifications

- Between 2 to 3 years of demonstrable track record of influencing political decision-making;
- Experience of political strategy development and implementation;
- In-depth knowledge of the EU legislative processes and policy formulation in the European Parliament, Council and European Commission;
- Previous experience in either a network organisation at EU level and/or within the EU institutions;

Required skills and competencies

- An interest in, and commitment to, environmental and conservation issues;
- Strong written and verbal communication skills in English, and an ability to communicate complicated messages clearly to different audiences including through written materials and presentations;
- Ability to identify key or underlying issues in complex situations making recommendations as required;
- Demonstrated ability to support colleagues with diverse set of skills and background in developing their advocacy strategies;
- Able to work in a clear, open and structured manner;
- Ability to plan, prioritise and manage a heavy workload and a flexible and positive approach to problem solving;
- Identifies and aligns with the core values of WWF: Courage, Integrity, Respect, Collaboration.

Working relationships

Internal

This post is located in Brussels and reports to the Head of Public Affairs of the European Policy Office. Working closely in the first place with the Senior Public Affairs Officer, and maintaining regular contact with EPO's policy and communication staff as well as the wider WWF network, in particular with the NOs and POs in Europe, is of utmost importance.

External

The post holder interacts with the EU institutions (mainly the European Parliament, Council and European Commission).