JOB DESCRIPTION - Internship


Reports to: Head, EU Climate and Energy Policy

Date: January 2021

I. Mission of the unit:

WWF’s Climate and Energy Unit works to ensure that EU policies and legislation are aligned with the commitment under the Paris Agreement to keep global temperature increase to below 1.5 C.

II. Policy support work:

The Climate and Energy Policy Assistant will support other team members on the following areas of work:

- Implementation of the European Green Deal and the revised 2030 climate target into EU climate policies (EU ETS, efforts-sharing regulation, LULUCF regulation,)
- Renewable Energy and sustainable deployment of offshore renewable energy;
- Coal phase out and just transition;
- Climate governance (EU Climate Law, Governance regulation, public participation);
- Industrial transformation and technological solutions.

III. Major Duties and Responsibilities:

The intern will support the head of Unit and other team members in organising and coordinating WWF EPO’s activities related to the above mentioned areas. This involves providing administrative support to EPO’s climate and energy team, liaising with and coordinating national WWF offices, developing advocacy materials, supporting work within coalitions and communication activities, and contributing to fundraising activities, etc.

Duties include:

- Ensuring regular and engaging outreach and communication to European National Offices and coordinating actions with the relevant colleagues in national offices;
- Liaising with WWF’s offices in relevant areas in the global network, including the international Climate and Energy Practice;
- Supporting the head of Unit and the team with administrative and coordination work, including organising meetings and events, taking minutes and providing summaries;
- Monitoring relevant policy initiatives and developments at the EU level;
- Contributing to the development of written advocacy materials, including summaries of reports, analyses of legislation and reports, elaboration of policy recommendations;
- Participating in external meetings and events and supporting outreach to policy makers;
- Supporting the team’s fundraising and reporting activities;
- Exploring various communication opportunities, including strategically using social media with the WWF EPO communications team.
IV. **Required Qualifications:**
- A Master’s degree and/or equivalent work experience in environmental policies, preferably on climate and energy policies;
- One year work experience on climate/energy issues is desirable, but not mandatory. Previous experience of working with policy-makers (for example an internship in the EU institutions) or in NGOs is an asset.

W. **Required Skills and Competencies:**
- A very good understanding of the functioning of the European Union and its legislative processes;
- Very good organization skills;
- Capacity to take initiative;
- Ability to coordinate and manage networks;
- Strong strategic and analytical skills;
- Ability to work in a team;
- Excellent drafting skills;
- Excellent word processing skills in MS-Word, MS-Excel, MS-PowerPoint;
- Networking skills;
- English proficiency is essential; other EU languages are an advantage;
- Sympathetic to NGOs’ styles of work and procedures;
- Adheres to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging.

VI. **Working Relationships:**

**Internal:** Interacts constantly with WWF EPO’s Climate and Energy team, Head of Unit and team members, several WWF EPO’s staff members, WWF European national offices, and any other staff as required in fulfilment of duties.

**External:** Interacts with other NGOs, think tanks, relevant stakeholders and EU institutions as appropriate in the fulfilment of duties.

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.

Approved by Director: ___________________________ Date: ______________

Accepted by intern: ___________________________ Date: ______________