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JOB DESCRIPTION

Position title:	EU Partnerships Officer
Reports to:	Head of EU International Partnerships
Grade:	Professional 1 (P1)
Date:	May 2023

I. Mission of the Department:

WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. The entire WWF Network focuses on six major goals: forests, oceans, wildlife, food, climate & energy, and freshwater and three key drivers of environmental problems: markets, finance and governance. As a Network we are becoming more focused and more targeted in our efforts, while building on the interconnectedness of each of these issues within the global agenda. The WWF European Policy Office (EPO) contributes to this by advocating for strong EU environmental policies on sustainable development, nature conservation, climate and energy, marine protection, sustainable finance and development cooperation.

Public sector partnerships (PSP) have become an increasingly important part of WWF's mission. PSP now contributes around a fifth of our income globally. We work with our partners to make the environment central to what they do and that's helped leverage much greater funding for programmes that support our conservation objectives. By building strong partnerships with institutional donors, we're helping to influence spending policies and priorities and also to divert large-scale investment away from environmentally destructive projects toward genuinely sustainable development.

The EU institutions are one the largest multilateral donors in the world, and funding from the EU institutions represents a significant portion of WWF PSP income. WWF EPO in Brussels is the donor relationships manager towards the EU institutions, both for funding and development policy influencing. The EU international partnerships team has a particular responsibility to deliver income growth and EU partnerships for greater influence and impact for WWF environmental, conservation and climate programmes.

II. Major Functions:

The role supports the EU International Partnerships team and WWF network to capitalise on the EU funding opportunities that are consistent with our strategic and thematic priorities and to ensure WWF engages in efforts to inform and influence donor policies, conditions and funding priorities, as appropriate. The role is primarily focused on the EU International Partnerships funding (European Commission DG INTPA and DG NEAR and EU Delegations) but also provides support to the LIFE programme (DG ENVI), Horizon Europe and other domestic EU funding opportunities as and when required.

III. Major Duties and Responsibilities:

Funding opportunity scoping and donor intelligence

- Closely monitor EU INTPA, LIFE, Horizon Europe and other relevant EU funding programmes and opportunities and provide regular updates and intelligence to the WWF Network;
- Scope, qualify and share specific funding opportunities for their eligibility and alignment with WWF priorities;
- Scope, analyse and share Annual Action Programmes and other programming documents and develop funding forecasts

- Monitor EU websites, press releases, key internet portals and events relevant to the EU international partnerships work, disseminate information to relevant staff and compile weekly team updates;
- Provide helpdesk advisory to WWF network on EU funding, proposal development, eligibility and compliance issues and grant management;
- Participate in external meetings with EU institutions and NGO coalitions, conferences, info points, as and when required;
- Gather intelligence, prepare analysis, draft briefing notes on thematic areas, countries of strategic interest for donor engagement, relevant EU regulations and new policy frameworks and share with internal stakeholders;

Knowledge and information sharing

- Maintain and regularly update internal EU partnerships databases, pipelines, internal directories and ensure all relevant documents are filed;
- Research EU public directories for new WWF awarded grants for the EU domestic programmes;
- Manage and regularly update the EU international partnerships intranet site;
- Prepare internal and external communication materials (in collaboration with the EPO communications staff)
- Coordinate internal and external reports and annual income analysis;
- Support and when appropriate coordinate preparation of webinars, presentations, guidelines, training materials and internal tools;
- Ensure the dissemination of the relevant EU-related information, news, updates and upcoming events across the WWF network and consolidate member inputs;
- Organise and take care of the logistics of meetings, events and training, draft minutes, share information and register follow-up actions.

Business development and grant management support

- Support the EU Programme Funding Coordinator's business development role in liaising with WWF offices around the world, building capacity to develop EU applications, provide administrative and compliance checks and support submission of proposals through Prospect;
- Coordinate EU domestic funding opportunities such as LIFE and Horizon Europe;
- Provide helpdesk support on EU INTPA grant and compliance conditions, regulations, PRAG, legal entity and eligibility requirements and share internal guidelines and tools with WWF members as appropriate;
- Support and when appropriate provide internal workshops and trainings
- Coordinate OPSYS roll out and its implementation across WWF network and provide OPSYS helpdesk support for WWF national offices;
- Support WWF members with EU funding and grant systems such as PADOR, Prospect, PIC and other EU portals;
- Participate and get actively involved in the Concord working groups

IV. Profile:

Required Qualifications

University degree (MA highly desirable) in development or environmental studies, political or social science, international relations, European studies, or other related disciplines.

Required Skills and Competencies

- Knowledge of EU international cooperation funding instruments, EU domestic funding programmes and/or previous experience engaging with DG INTPA;
- An interest in and commitment to environmental and development issues;
- Ability to plan, prioritise and manage a heavy workload and a flexible and positive approach to problem solving;
- Excellent research skills and ability to present extensive technical information in a simplified form;
- Excellent written and verbal communication skills in English, and an ability to communicate complicated messages authoritatively and clearly to different audiences including through written materials, one-to-one meetings and presentations;
- Well-organised and flexible with the ability to work independently and take on additional responsibilities when required;
- Good team player prepared to contribute proactively to a variety of tasks;
- Ability to develop good working relationships, operating virtually;
- Service oriented attitude;

- Up to date knowledge and understanding of the use of databases and strong computer skills;
- Identifies & aligns with the core values of the WWF organisation: Courage, Respect, Integrity, Collaboration.

Desirable:

- Previous experience working at NGOs or International Organisations;
- Working level of spoken and written French.

V. Working Relationships:

Internal:

This post is located in Brussels and reports to the Head of EU International Partnerships of the WWF European Policy Office. The role works closely with the EU Programme Funding Coordinator and maintains regular contact with relevant colleagues in the wider WWF network.

External:

The post holder may interact with the EU institutions and Brussels based civil society coalitions and networks.

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 organisational needs.

Approved by Director: _____

Date:

Accepted by: _____

Date: