



## JOB DESCRIPTION - Internship

**Position title:** Sustainable Finance Policy Assistant – WWF European Policy Office (EPO, Brussels)

**Reports to:** Head, Sustainable Finance Unit

**Date:** July 2021

### I. Mission of the unit:

WWF's Sustainable Finance Unit works to contribute to shift EU public and private financial flows from the unsustainable to the sustainable economy, accelerate the transition and end support to unsustainable economic activities.

### II. Policy support work:

The Sustainable Finance Policy Assistant will support other team members on the following areas of work: EU sustainable finance policy. Building on the recommendations of the EU High Level Expert Group on sustainable finance (2018), the Commission's Action Plan on sustainable finance (2018) and Renewed Strategy on sustainable finance (2021), NGO analysis and demands, and wider issues, WWF is working, often with other organisations, on existing and forthcoming EU sustainable finance policy files.

### III. Major Duties and Responsibilities:

The intern will support the team in organising and coordinating WWF EPO's activities related to the above mentioned area. This generally involves support in the development of relevant materials/ joint work with relevant NGOs and organisations / support to communication activities with the communication team / coordination with national WWF offices and other relevant organisations / advocacy activities / etc.

#### Duties include:

- Contributing to joint NGO work on EU sustainable finance policy in various ways (setting meetings, calls, webinars, etc);
- Contributing to setting meetings with decision makers and taking part of the relevant meetings;
- 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;
- Participation in external meetings and events where relevant, to raise WWF/NGO questions and recommendations;
- Identifying relevant contacts in EU institutions, relevant EU finance associations and other relevant EU stakeholders;
- Preparation of various documents providing minutes, summaries, analyses, recommendations;
- Following Parliamentary meetings when relevant;
- Following up with WWF national offices.

**IV. Required Qualifications:**

- A Master's degree and/or equivalent work experience in environmental policies;
- One year work experience on finance issues is a substantial asset;
- 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;
- 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;
- Identifies & aligns with the core values of the WWF organisation: Courage, Respect, Integrity, Collaboration.

**VI. Working Relationships:**

**Internal:** Interacts constantly with Sustainable Finance team leader and team, several European Policy Office staff, several national WWF offices on issues related to private finance, and any other staff as required in fulfilment of duties.

**External:** Interacts with EU institutions, NGOs, think tanks, relevant financial institutions and relevant stakeholders as required in 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: \_\_\_\_\_