JOB DESCRIPTION

Position title: Head of Unit, EU Climate and Energy Policy
Reports to: Director WWF EPO
Supervises: currently 6 programme staff
Grade: F1 (Function Head)
Date: December 2021

I. Mission of the unit: The unit provides strategic leadership on EU’s climate & energy policy aligned with WWF’s core values by designing advocacy strategies, providing representation in European and Brussels-based institutional and NGO fora, and media. The unit coordinates the European WWF Network offices through intellectual leadership, EU policy expertise, and scientific as well as technical issue advice.

II. Major Functions: Acts to lead the design of policy and advocacy strategies and functions as coordinating hub for the WWF network offices on European climate/energy issues. Ensures that common policy positions are developed within a programmatic approach and appropriate messaging is developed. Engages with key institutions to ensure that WWF is influential in relevant fora. Manages and leads programmatic work as agreed by EPO Director, the WWF European network and WWF European climate team also in the context of the International Climate & Energy Practice.

III. Major Duties and Responsibilities:

Policy & Advocacy
- Initiates, supervises and coordinates WWF EPO strategy and actions on WWF’s EU climate & energy priority areas; keeps abreast of emerging issues concerning climate and energy and their impact on WWF’s work;
- Builds and maintains relationships with key EU institutional stakeholders, advocates for and represents WWF’s positions on climate and energy towards EU institutions;
- Contributes to building and rolling out EPO-related campaigns and communications in support of the achievement of WWF climate and energy policy goals in close collaboration with the communications team; serves as the lead EPO spokesperson on climate and energy issues.

Network Coordination
- Coordinates WWF European climate & energy network team; provides strategic direction, shares technical and scientific advice and policy expertise on EU issues to climate and energy staff in European offices and works in close cooperation with offices;
- Interacts and represents EPO in WWF’s Global Climate and Energy Practice, and other international WWF initiatives to provide EU expertise; supports implementation of WWF global objectives as appropriate;
- Partners with European NGOs and other strategic allies to develop common advocacy positions and alliances.
Management & Fundraising

- Manages, leads and coordinates WWF EPO climate and energy team;
- Contributes to EPO strategic planning and implementation; provides technical expertise & guidance on European climate and energy issues to EPO’s senior management and staff;
- Participates in EPO’s Management Advisory group (MAG);
- Maintains relationships to funders and carries out fundraising activities for a significant portion of team financing as well as supports office-wide fundraising activities as relevant.

IV. Profile:

**Required Qualifications:**

- Over 10 years of proven professional and management experience relevant to the profile of the position, ideally on energy and/or climate policy or related policies;
- Experience of and deep knowledge about the ‘European political system’ and the EU-based institutions as well as the European energy and climate policy;
- Proven experience as strategist and networker; experience on fundraising would be an asset;
- Team management skills, competencies and experience;
- Professional experience working within the NGO context would be an advantage.

**Required Skills and Competencies:**

- Has a genuine interest in WWF’s mission, identifies & aligns with the core values of WWF: Courage, Respect, Integrity, Collaboration;
- Adheres to WWF’s brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging;
- Proven leadership skills to develop and mentor a highly influential multi-disciplinary, multicultural team;
- A proactive, result driven and forward looking person, who is able to work independently in a complex environment and who drives processes towards shared objectives;
- Very good project management skills related to advocacy and policy processes;
- Strong oral and written communication and representation skills in English, other languages are an advantage;
- Excellent collaboration skills to engage colleagues and internal and external networks.

V. Working Relationships:

**Internal:** Interacts constantly within the climate and energy team, with other heads of units and teams in EPO, the Global Climate and Energy Practice, other network initiatives and other network staff.

**External:** Interacts with European Commission officials, representatives from national governments and the European Parliament, with foundations and funders, NGOs, media, corporate representatives.

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.