JOB DESCRIPTION

Position title: Sustainable Finance Policy Officer – WWF European Policy Office (EPO, Brussels)
Reports to: EPO Economist and Head of Unit
Date: July 2022

I. Mission of the unit:
The WWF European Policy Plan includes a ‘sustainable economies policies’ strategy. A key part of this strategy is to contribute to shift EU private and public financial flows from the brown to the green economy, to support and accelerate the needed transition and help reduce the EU footprint.

II. Major Functions:
The Sustainable Finance Policy Officer will focus on one main area of work: EU regulatory and policy opportunities on private finance and sustainability: WWF will investigate and prioritise EU policy/regulatory opportunities related to the EU’s Strategy for financing the transition to a sustainable economy from July 2021, define policy recommendations and engage policy work with relevant partners and decision makers, including financial supervisors where relevant.

III. Major Duties and Responsibilities:
The Policy Officer will support the team leader in organising and coordinating WWF EPO’s activities and policy work related to the above-mentioned area. This involves support in the development of relevant materials and expertise (drafting briefings, in depth work on targeted issues, etc.) / advocacy activities / inputs to the EPO sustainable finance strategy / lead on specific files in agreement with team leader / support to communication activities with the communication team / coordination with national WWF offices and other relevant organisations, etc.

This will notably include work on the Corporate Sustainability Due Diligence Directive, retail investment policies, and more.

Duties include:
- Identifies relevant contacts in EU institutions and other relevant EU stakeholders with the public affairs team and partners;
- Does background research on EU regulatory opportunities on private finance and sustainability;
- Monitors relevant policy initiatives and developments on the EU level;
- Drafts/inputs briefings documents, consultation responses, provides summaries and analyses;
- Contributes to the EPO strategy on EU sustainable finance policies and to the planning/reporting cycles on related issues (e.g. narrative reporting);
- Contributes to EPO funding proposals on related issues;
- Sets meetings with decision makers and takes part of the relevant meetings;
- Participates in external meetings and events where relevant;
- Follows Committee meetings when relevant;
- Follows up with WWF national offices and partners;
- As part of overall NGO coordination work: Organises regular calls/meetings and targeted events with relevant partners;
- Supports communication work on above mentioned issues.

IV. **Required Qualifications:**
Advanced degree and/equivalent work experience in finance, environmental policies and law, and preferably on climate and energy policies.

V. **Required Skills and Competencies:**
- At least 5 years of experience on financial issues related to sustainability;
- Experience of working on and a good understanding of the European political system and the EU-based institutions;
- Previous experience working for an NGO welcomed;
- Strong strategic and analytical skills; capacity to take initiative;
- Excellent word processing skills in MS-Word, MS-Excel MS-PowerPoint;
- A positive manner with team-building skills and the ability to work as part of a team
  Networking experience;
- Strong oral and written communication skills in English, with good French, other languages an advantage;
- Sympathetic to non-governmental organisation styles of work and procedures;
- Identifies & aligns with the core values of WWF: Courage, Respect, Integrity, Collaboration.

VI. **Working Relationships:**
- **Internal:** Interacts constantly with team leader, several European Policy Office staff, national WWF offices on issues related to private finance, and all other staff as required in fulfilment of duties.
- **External:** Interacts with EU institutions, NGOs and think tanks, EU financial supervisors, corporate sector partners and visitors 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 (notably on public finance if needs be).