

JOB DESCRIPTION - Internship

Position title: Sustainable Finance Policy Assistant – WWF European Policy Office (EPO, Brussels)
Reports to: EPO Economist
Date: January 2019

I. Mission of the unit:

The WWF European Policy Plan 2014-2018 includes a 'Finance policies and resource accounting' strategy. A key part of this strategy is to contribute to shift EU public and private financial flows from the brown to the green economy, to support the needed transition.

II. Major Functions:

The Sustainable Finance Policy intern will focus primarily on the following area of work: EU sustainable finance policy. Building on the recommendations of the EU High Level Expert Group on sustainable finance, the Commission's sustainable finance action plan and legislative package on sustainable finance, NGO analysis and demands, and wider issues, WWF and more NGOs are working on current EU sustainable finance policy opportunities and are starting preparing what should come next in term of EU sustainable finance policy reform. The 2019 Parliament's elections and the new Commission stepping in can threaten the current momentum on sustainable finance: it will be critical to ensure NGO voices are heard to maintain and deepen this momentum, both in Brussels and in key national capitals. Assisting the WWF Sustainable Finance team leader and team, the intern will focus on four key drivers: joint NGO work, close work with WWF national offices, media outreach and policy engagement.

III. Major Duties and Responsibilities:

The intern will support the team leader 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:

Advanced degree and/equivalent work experience in finance, environmental policies and law, and preferably on climate and energy policies.

V. Required Skills and Competencies:

- One year experience on financial issues and/or on energy/climate issues desirable;
- A good understanding of the 'European political system' and the EU-based institutions;
- 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;
- Adheres to WWF's values: Knowledgeable, Optimistic, Determined and Engaging;
- Previous experience of working with policy-makers (e.g. European Parliament) or NGOs is an asset.

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: _____