

JOB DESCRIPTION - Internship

Position title: Climate and Energy Policy Assistant – WWF European Policy Office (EPO, Brussels)
Reports to: Head, EU Climate and Energy Policy
Date: March 2019

I. Mission of the unit:

WWF's Climate and Energy Unit works to ensure that EU policies and legislation are aligned with the commitment of the Paris Agreement to keep global temperature increase to below 1.5 C.

II. Policy support work:

The Climate and Energy Policy Assistant will support other team members on the following areas of work:

- Implementation of the Clean Energy Package, including National Energy and Climate Plans;
- Net zero emissions vision for Europe and its Members States and alignment of EU and national climate and energy policies;
- Coal phase out and just transition;
- Industrial transformation and the EU's long term vision;
- Climate change mitigation in the land use sector.

III. Major Duties and Responsibilities:

The intern will support the team leader and the other team members in organising and coordinating WWF EPO's activities related to the above mentioned areas. This involves providing administrative support to EPO's European climate and energy team, liaising with and coordinating national WWF offices, development of written materials, helping with joint work with other NGOs and organisations, supporting the communication activities of the Unit and contributing to fundraising activities, etc.

Duties include:

- Ensuring regular and engaging outreach and communication to the European National offices and coordinate actions with the relevant colleagues in national offices;
- Liaising with WWF's offices in relevant areas in the global network;
- Helping the Climate and Energy Team with administration work, including taking minutes of meetings, contribute to reporting obligation of the Unit, arranging meetings with decision makers, organisation of events, taking care of travel arrangements for the team;
- Monitoring relevant policy initiatives and developments at the EU level;
- Participation in external meetings and events, to present WWF views and recommendations where relevant;
- Contributing to the development of written material, including summaries of reports, analyses of legislation;
- Supporting the team's fundraising activities;
- Exploring various communication opportunities on the above mentioned issues, including strategically using social media with the WWF EPO communications team;

IV. Required Qualifications:

A degree and/equivalent work experience in environmental policies, preferably on climate and energy policies.

V. Required Skills and Competencies:

- A very good understanding of the functioning of the European Union and its legislative processes;
- One year experience on energy/climate issues is desirable, but not mandatory;
- Strong strategic and analytical skills;
- Capacity to take initiative;
- Excellent word processing skills in MS-Word, MS-Excel MS-PowerPoint;
- Ability to work as part of a team;
- Networking skills;
- Good organizational skills;
- Strong English, oral and written communication skills, other EU languages are 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 (for example an internship in the EU institutions) or in NGOs is an asset.

VI. Working Relationships:

Internal: Interacts constantly with the Climate and Energy team Head of Unit and team members, several WWF European Policy Office staff, several national WWF offices, and any other staff as required in fulfilment of duties.

External: Interacts with other NGOs, think tanks, relevant stakeholders and EU institutions as appropriate 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: _____