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## **JOB DESCRIPTION - INTERNSHIP**

**Position title:** EU Funding Assistant (intern)  
**Reports to:** Head of Unit, Development Policy and Funding  
**Date:** December 2018

### **I. Mission of the Department:**

WWF European Policy Office (EPO) functions as a major policy and public affairs hub of the WWF network to the achievement of WWF's global mission by leading the WWF network to shape EU policies impacting on the European and Global Environment. The Development Policy and Funding Team leads, coordinates, facilitates and enhances funding interactions between the WWF Network and the European Commission and relevant EU agencies as a source of funding for the WWF Global Programme Framework (GPF). This may also include advocacy and policy work in relation to funding for environmental issues within the overall EU agenda.

### **II. Major Functions:**

The EU Funding Assistant (intern) supports the Senior Policy Funding Officer and the Head of Unit in providing support to the global WWF network in accessing funding opportunities and on policy issues concerning EU external action.

#### **Major Duties and Responsibilities:**

- Researching EU funding opportunities online, collating, inputting and maintaining information databases.
- § Providing the WWF network with regular information updates on EU funding issues and potential support to proposal development.
- § Monitoring EU websites for updates on issues of relevance and preparing internal briefings as required.
- § Supporting the preparation of training materials, presentations and webinars.
- § Liaison with WWF colleagues working with public sector donors in Europe and globally.
- § Preparation of internal and external communications materials (in collaboration with the EPO communications staff).
- § Participation in external meetings with EU institutions and NGO coalitions, as required.

### **III. Profile:**

#### **Required Qualifications**

- § A relevant Masters' Degree in development or environmental field, European Studies or similar;
- § Experience in research, public affairs, proposal development or project management;
- § Experience in database management;
- § Knowledge of EU funding streams an advantage;
- § Knowledge of the EU legislative processes and policy formulation an advantage;
- § Knowledge of the 2030 Agenda, SDGs and financing for sustainable development an advantage.

### **Required Skills and Competencies**

- § An interest in and commitment to environmental, development and conservation issues;
- § Ability to plan, prioritise and manage a heavy workload and a flexible and positive approach to problem solving;
- § Excellent research skills and ability to present extensive technical information in a simplified form;
- § Excellent written and verbal communication skills in English, and an ability to communicate complicated messages authoritatively and clearly to different audiences including through written materials, one-to-one meetings and presentations;
- § Good team player prepared to contribute proactively to a variety of tasks;
- § Ability to develop good working relationships, operating virtually;
- § Up to date knowledge and understanding of the use of databases and Office software suite;
- § Adherence to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

### **IV. Working Relationships:**

#### **Internal:**

This post is located in Brussels and reports to the Head of Unit, Development Policy and Funding of the European Policy Office. Working closely with Senior EU Funding Officer and maintaining regular contact with relevant colleagues in the wider WWF network.

#### **External:**

The postholder may interact with the EU institutions and Brussels based civil society coalitions.

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: \_\_\_\_\_