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JOB DESCRIPTION - INTERNSHIP

Position title: EU Elections Assistant (intern)

Reports to: Head of Unit, Public Affairs

Date: June 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 Public Affairs Unit ensures that EPO staff and the broader WWF network interact in a politically strategic manner with key EU institutions by ensuring good advocacy planning and implementation. Particular focus lays on the three key EU institutions, being the Council of Ministers, European Commission and European Parliament. The small but agile Unit interacts with all teams in the office and ensures consistency and positive reinforcement between the chosen advocacy approaches and ensures the sharing of learnings. The Unit also keeps track of cross-cutting policy issues and political debates which can affect the EPO and network's ability to shape EU legislation and policies.

II. Major Functions:

On 23-26 May 2019, Europeans will vote for a new European Parliament. As a result, we will not only see new Members of European Parliament, but also new political leadership in the Parliament, Commission and European Council. The upcoming elections provide WWF with the momentum to engage with key policymakers and foster the needed high-level relationships and supportive context to WWF's global goals for the next five years.

The EU elections assistant (intern) will support the Head of Public Affairs working with the WWF European network in ensuring that environmental degradation and climate change are recognised at the highest political level that and commitments are made by policymakers to prioritise EU action in these areas in the next five years.

III. Major Duties and Responsibilities:

The below tasks will all be executed in close collaboration with the EPO Head of Public Affairs.

Strategy development and implementation

- § Provide general support in the preparation of WWF's advocacy campaign for the 2019 EU Parliament elections and restructuring of the European Commission.
- § Assist in all organisational and administrative tasks related to the 2019 EU elections.
- § Assist in the timely delivery of planned activities by maintaining a clear overview of ongoing and still to be carried out internal and external processes.

Monitoring

- § Analyse and synthesize positions, manifestos and statements from political parties, key policymakers and other stakeholders that bear relevance to WWF's work in the context of the EU elections.

- § Ensure the overall monitoring of key dossiers relevant to the EU elections, as well as any EU and national political developments that impact WWF's policy work in the run up and immediate months following the EU elections.

Communications

- § In coordination with the Communications Director, lead on developing and implementing a public engagement strategy as required, in close coordination with the WWF network
- § Assist and take ownership of the development of external and internal communication materials and tools (e.g. blog posts, policy briefings, opinion pieces, preparations of live interviews, social media materials, online engagement tools, etc.), including liaison with external suppliers, media etc.
- § Monitor and engage with policymakers, media and other stakeholders through social media channels in the context of the EU election campaigns
- § Support the organisation of events, panel discussions, live debates etc.

Coordination

- § Assist in facilitating the WWF network across Europe, ensuring efficient communication, early alerts and coordinated work between WWF EPO and national WWF offices.

Outreach

- § Attend events, hearings and meetings organised in the context of the EU elections and make WWF's positions heard and understood.
- § Establish and maintain contact with political contacts where appropriate, in close collaboration with the Head of Public Affairs.
- § Assist in reaching out and, where relevant, coordinating with other civil society organisations involved in the 2019 EU elections and EU institutional changes

IV. Profile:

Required Qualifications

- § Degree in political, economic or environmental sciences, whilst possessing demonstrable knowledge and understanding of EU affairs and decision making processes.
- § Strong interest in (inter)national politics; in particular by following major political debates at national level across EU member states.
- § Experience of building strong networks and relationships.

Required Skills and Competencies

- § Excellent research and writing skills with a proven ability to synthesise complex messages with an eye for key points and framing towards target audiences;
- § Demonstrate a high sense of prioritisation;
- § Ability to work in a team, particularly in a multicultural environment;
- § Be flexible, resourceful and innovative, including the ability to work with new technologies and basic graphic design tools (e.g. ability to work with online tools such as Canva);
- § Preferably previous social media management experience, familiarity with engaging audiences through the most common channels (such as Twitter, Facebook, LinkedIn, Instagram) and knowledge of innovative tools and applications;
- § Have proficient knowledge (written and spoken) of English, other EU languages considered an asset;
- § Adheres to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

V. Working Relationships:

Internal:

The post is located in Brussels. The intern reports to the Head of Public Affairs and is a member of Public Affairs unit. The post holder will work closely with the EPO communications department on the communications elements of the elections work and will also be working closely and maintaining regular contact with public affairs and communications staff across the WWF network in Europe.

External:

The intern interacts with policy-makers, media, and other NGOs working on the 2019 EU elections. The intern also interacts with third party suppliers as requested i.e. graphic designers, photographers, consultancies, translators etc.

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 Staff member: _____ Date: _____