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## **JOB DESCRIPTION - INTERNSHIP**

**Position title:** EU Water Policy Assistant (intern)  
**Reports to:** Head of Unit, Natural Resources  
**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 Natural Resources Unit of the EPO ensures that existing and future EU natural resources policies are designed and implemented to contribute to a future where humanity's global footprint stays within the Earth's capacity to sustain life and the planet's natural resources are shared equitably.

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

The EU Water Policy assistant (intern) supports the Freshwater Senior Advisor who works together with the head of unit and communications department on implementation of the WWF policy advocacy strategy as regards the EU water policy, with a focus on the fitness check of the Water Framework Directive (WFD) and the Floods Directive (FD).

### **III. Major Duties and Responsibilities:**

#### **General**

- § Monitoring developments in EU water policy issues and carrying out advocacy activities on these issues together with the Freshwater Senior Advisor (e.g. Commission Work Programmes, Presidencies, Environment Council meetings etc.) and/or Head of Unit, Natural Resources
- § Interacting and coordinating activities with the WWF EU network on EU water policy issues

#### **Specific**

- § Providing the WWF EU network and WWF EPO with regular information updates on water policy issues, especially in relation to the WFD and FD fitness check and related processes;
- § Monitoring Council Presidency developments and preparations and Parliamentary Questions, debates and upcoming reports/amendments;
- § Preparing internal research notes on water topics of relevance to the WWF EPO office and EU network;
- § Supporting the preparation of policy briefs and similar documents/publications, and the input for fitness check stakeholder consultations.
- § Developing and maintaining resources for WWF and the EU network to improve their outreach and strategy building (e.g. overview of political affiliations of relevant national ministers).

### **IV. Profile:**

**Required Qualifications**

- § A relevant Masters' Degree in environmental field, European Studies or similar;
- § Experience in a research, public affairs or political environment;
- § A sound knowledge of the EU legislative processes and policy formulation in all EU institutions;
- § Knowledge of water management and/or policy or nature conservation is an advantage;
- § Experience of building strong networks and relationships.

**Required Skills and Competencies**

- § An interest in and commitment to environmental 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;
- § Ability to support colleagues in implementing their advocacy strategies;
- § 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.

**V. Working Relationships:****Internal:**

This post is located in Brussels and reports to the Head of Unit, Natural Resources of the European Policy Office. Working closely in the first place with the Freshwater Senior Advisor, and maintaining regular contact with EPOs head of unit for natural resources, and relevant communication staff as well as the wider WWF network, in particular with the NOs and POs in Europe.

**External:**

The postholder interacts with the EU institutions (increasing over time).

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.

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Approved by Director: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted by Staff member: \_\_\_\_\_ Date: \_\_\_\_\_