

Senior Policy Analyst – Sustainable Trade

Application deadline: March 31st 2021

Salary scale: € 35,000 – 42,000

Location: Brussels office

About IEEP

We are a friendly organisation, multi-cultural with a strong and supportive team ethos.

The Institute for European Environmental Policy (IEEP) is a sustainability think tank which undertakes research, advisory and consultancy work on the development, implementation and evaluation of environmental and environment-related policies, both in Europe and globally. We aim to be directly relevant to current policy debates, so we work closely with international agencies, the EU institutions, national government departments and agencies, parliamentarians, NGOs and academics. Much of IEEP's project work involves teams of partners from a variety of EU Member States and staff travel frequently within Europe. Over the past forty years IEEP has been a key player in European policy development in a range of areas, including agriculture, biodiversity, climate change, transport, water and waste policies, industrial pollution and innovation, the EU budget and environmental governance.

IEEP is a self-financing not-for-profit institute with headquarters in Brussels and a London office. Our diverse staff made of sustainability experts is committed to high quality, transdisciplinary and impartial research. We strive to be at the forefront of thinking about environmental aspects of EU and global policies and their development and promote a thorough understanding of environmental issues and needs among policy makers, influencers, the media and other key actors.

The Role

We are looking for an expert on sustainable trade that is capable of showing leadership, oriented towards creating an impact, enthusiastic about building partnerships and comfortable working as a part of dynamic small team.

The successful candidate is foreseen to take strategic leadership of IEEP's work on sustainable trade, coordinating and further developing the institute's activities in this area working under the supervision of senior management.

Candidates should be able to work in an intellectually challenging and fast-paced environment and meet firm deadlines. The post is likely to require some travel, typically within Europe, but also on occasion globally.

The successful candidate will join a small team of impact-oriented and supportive colleagues working in an institute that is committed to the professional development of its staff, and where the opportunities for learning and for making a difference are great.

IEEP offers a permanent contract under Belgian Law, subject to successful fundraising at the programme and institute level. The role is based in our Brussels office.

Principal aspects of the role

The successful candidate will be the driver and primary 'caretaker' for IEEP's portfolio of work on sustainable trade, taking forward existing projects and helping to generate new initiatives, and shaping up the Institute's thinking and policy messaging while maintaining its reputation as a trusted, objective, independent and evidence-based actor.

More specifically this will include:

- Network building and management: "Incubation" and management of a network of experts to engage in the trade sustainability debates at different level, including EU, WTO and EU trade partner countries.
- Policy analysis and advice: Carrying out policy analysis to EU and global trade policy developments and debates including, for example, the EU trade policy review, carbon border adjustment mechanism, deforestation free value chains, and low-carbon and circular product standards. Providing evidence-based advice to policy- and decision-makers, civil society etc. and developing analytical briefings, policy papers, online articles and public consultation responses to support this.
- Outreach and communication: Taking strategic leadership of IEEP's outreach and communication on sustainable trade, in coordination with other IEEP areas of work. Organising (online) policy discussions between communities and experts working on sustainable trade in the EU and globally.
- Project development and management: Leading the development and management of multiple project-based activities linked to the above tasks.
- Fundraising: Fundraising for future work, together with the wider team of Institute's strategic management.

Person Specification

Essential:

- Enthusiasm in working for a European think-tank wanting to shape the environment, climate and future sustainability of Europe and also globally.
- At least 5 years of work experience in the field of sustainable trade.
- Experience in engaging in policy discussion and debates.
- Experience in building partnerships and establishing networks, with existing contacts within EU and international institutions, EU Member State and trade partner country governments and stakeholders, and civil society organisations.
- Demonstrated skills in outreach and communication, including written outputs, public speaking and ability to convene meetings and seminars.
- Flexibility to work in a fast-paced policy field requiring the ability to multi-task and to meet tight deadlines both in a team environment and as a motivated self-starter.
- Willingness to travel within the EU and potentially outside.
- Excellent written and spoken English.

Desirable:

- Demonstrated and successful experience of managing multiple projects.
- Demonstrated fundraising skills and ability to bid for and win work.
- Experience working in a leadership role (e.g. project, initiative, programme).
- Ability to transfer and exchange and apply knowledge between subject areas/fields.

- A demonstrable ability to draft material for different audiences.
- A high degree of computer literacy and competent use of Microsoft Office applications.
- Ability to work in other EU languages.

Location

The post will be based at IEEP's Brussels office.

How to apply

If you believe you fit this candidate specification and you would like to apply for this post, please:

1. Fill in the application form that can be found on the [website](#). Follow the instructions contained within it, explaining your interest in the job and showing clearly how you meet the job and candidate requirements.
2. Send your completed application form to recruitment@ieep.eu, clearly marking the title of the email: **Senior Policy Analyst – Sustainable trade**

All applications must reach us by 17:00 GMT on **31 March 2021**.

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. If you have not had a response to your application within two-weeks of the closing date you should assume you have been unsuccessful in your application.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies or salaries on grounds of race, ethnic origin, gender, disability, religious or similar belief, sexual orientation, age, gender reassignment or marital and civil partnership status.