



## **Head of Programme – Low-carbon circular economy**

**We are seeking someone with extensive and in-depth knowledge of one or more aspects related to the development of a low-carbon circular economy in Europe, with proven experience in team leadership, successful project tendering and project management, and environmental policy research, to lead IEEP’s low-carbon circular economy team.**

### **The Institute for European Environmental Policy**

The Institute for European Environmental Policy (IEEP) is a sustainability think tank, based in Brussels and with an office in London. We are a team of policy professionals composed of scientists, economists and lawyers with a diverse range of expertise. With over forty years of experience, we provide evidence-based analysis and advice on European, global and national environmental policy. We work with a range of clients from the European institutions to NGOs and progressive businesses. Our projects range from short studies for NGOs to major pan-European research studies involving multiple project partners. IEEP also building a network of member organisations active at Member State level (currently SEI, IDDRI, Ecologic and TMG) and convenes Think2030, a pan European multi-stakeholder platform on sustainability. For more information please see our web site: [www.ieep.eu](http://www.ieep.eu)

### **The Role**

This post provides an excellent opportunity for an experienced and committed manager and researcher to play a leading role in work that supports the effective implementation of current European low-carbon circular economy related legislation and wider policies, and shapes future policy.

The Head of Programme will lead a busy and dynamic team of seven researchers, and interact with other IEEP teams working on related policies such as agriculture, biodiversity, water, marine issues, governance, and SDGs and global challenges. The post holder will in particular be responsible for fundraising, tendering and the management of a growing portfolio of project work, as well as making a distinctive contribution to the research. The role will require frequent liaison with the European Commission, the European Parliament and other key funders, partners and stakeholders, particularly in Brussels. The Head of Programme will also engage with our member organisations and associates.

The Head of Programme will be a member of IEEP’s Executive Management Group, contributing to the wider strategic management and development of the Institute. IEEP is a small organisation so all staff members are expected to show commitment and flexibility to undertake a range of general tasks to aid the Institute’s smooth running, effectiveness and development.

Our low-carbon circular economy work is focused on European policies of relevance to the circular economy, sustainable consumption, innovation for sustainability, industrial emissions, economic instruments and indicators. Examples of recent and current project work include:

- Wider environmental impacts of industry decarbonisation
- Environmental taxation and budgetary reform
- Climate mainstreaming in the EU budget
- Evaluation of the EU climate adaptation strategy
- Implementing measures for the Single-Use Plastics Directive
- Extended producer responsibility
- SEALIVE, a H2020 project exploring the ability of new materials to replace plastics and reduce plastic impacts
- Climate and social challenges
- Evaluation of the European Green Deal
- CLAIM, a H2020 project developing novel technologies to address marine litter
- Eco innovation to help industry deliver the circular economy

Specific **key responsibilities will include:**

- Providing intellectual leadership to the low-carbon circular economy programme, including overseeing its strategic development and objectives, thereby contributing to the Institute's wider objectives and development.
- Shaping IEEP's thinking and policy messaging on low-carbon circular economy related issues, maintaining its reputation as a trusted, objective, independent and evidence-based analyst of policies and their implementation.
- Promoting policy messages to wider audiences, beyond immediate client groups or sponsors, inter alia through contributing to the Institute's communication, outreach and training activities. This will involve attending and speaking at external events.
- Ensuring that all Programme activities – including project selection, tendering/fundraising, project work, budgeting, pro bono initiatives, capacity-building, external representation and influencing activities – are coordinated and contribute to the Programme's objectives.
- Leading and contributing to projects related to the development of a low-carbon circular economy, including supervising project design and research methods, undertaking research, report writing and editing, and ensuring quality project outputs (including reports, policy papers, events and presentations).
- Ensuring the financial viability of the Programme, by identifying funding opportunities and new markets and preparing tenders and funding proposals, including the development of new/emerging areas of expertise as opportunities arise.
- Maintaining and enhancing relationships with key institutions and partners (including the European institutions, Permanent Representations of Member States, national governments, NGOs and project partners) and further developing IEEP's broader policy networks.
- Contributing to the formal planning, management and strategic development of the Institute via the Institute's Executive Management Group, with responsibility for communicating the Programme's work to the Board and within the Institute.
- Line management of team members (currently 7 staff members), supporting their professional development and well-being.

The Head of Programme will report to Céline Charveriat, Executive Director.

## **Qualification and experience**

As this a senior role, we are seeking an outstanding candidate with wide-ranging relevant experience in the EU, expertise and an established EU reputation in one or more areas of policy related to low-carbon circular economy. The candidate should also have excellent team leadership abilities and proven success in winning, managing and successfully completing pan-European projects involving multiple partners.

The ideal candidate will have at least 10 years of relevant work experience demonstrating the following attributes:

### ***Essential:***

- A degree in a relevant discipline (e.g. environmental policy or science, European politics, economics), or a demonstrable equivalent level of knowledge gained from professional experience.
- In-depth knowledge of one or more areas of EU policy related to low-carbon circular economy and specific experience of related project work.
- A good understanding of the EU's institutions, policy processes, objectives and politics.
- An established network of EU and/or Member State contacts in relevant policy areas, including for example in environmental consultancies, foundations, NGOs, industry and academia.
- Successful track record of securing funding through tendering and/or preparing funding proposals for a range of clients and funders.
- Demonstrable project management skills, including pan-European or international projects with multiple partners.
- A sound understanding of the principles and methods of evidence-based policy research including qualitative and quantitative data analysis.
- Willingness, enthusiasm and adaptability to work on a wide range of issues as part of an interdisciplinary team.
- Excellent communication and networking abilities, including the ability to engage with different types of stakeholders, building collaborations and representing IEEP in meetings and events
- Ability to manage multiple tasks and meet deadlines under pressure.
- Experience of leading a team.
- Experience of financial management.
- Fluency in written and spoken English including excellent presentation skills.
- Willingness to travel.
- Relevant computer literacy, including Microsoft Office software.

### ***Desirable:***

- Higher degree in a relevant discipline (e.g. environmental policy, science or economics)
- Knowledge and proficiency (written and spoken) in one or more EU languages, in addition to English.
- Experience of working at EU Member States level.
- Relevant publications in peer-reviewed academic journals and books.

## Salary and condition

On appointment, the gross annual salary (full-time) will depend on qualifications and experience, and may range between €62,000 to €68,000.

The contract will be complemented by contributions to a pension scheme, as well as a contribution to public transport costs if based in Brussels.

The contract will be on a permanent basis (under Belgian law, a '*contrat indéterminé*').

Although the post is currently designed as full time, we will consider part-time and jobshare applications.

## Location and Timing

**Location:** The post will be located in the IEEP Head Office in Brussels, although flexibility on the location of the post holder is possible as long as a regular presence in the office is assured.

**Timing:** We would like the candidate to start as soon as possible.

## 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](mailto:recruitment@ieep.eu), clearly marking the title of the email: '**Head of Programme – Low-carbon circular economy**'.

**Application deadline:** 6 March 2020

*The interviews for shortlisted candidates will take place during the week commencing 16<sup>th</sup> March 2020*

Due to anticipated interest in the post, we are unfortunately not able to reply to unsuccessful applicants. If you wish to receive confirmation that we have received a postal application then please enclose a stamped, self-addressed envelope. 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.