



Head of Strategic relations and activities

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that plays a key role in European environmental policy development and has done so over more than 40 years.

The Role and required competencies

We are looking for an experienced professional to lead the team engaged primarily with management of the Think Sustainable Europe (TSE) platform and successful execution of the Green Deal Barometer project and the Think2030 conference. This role reports directly to the Executive Director but will require close cooperation with the thematic Heads of Programmes and the Head of Communications. The candidate should be knowledgeable in a wide range of environmental policies and feel comfortable engaging with a variety of stakeholders in Brussels and beyond. The successful candidate will have a proven track record of leading a team and projects, solid level of experience in fundraising, excellent command of English and working knowledge of at least one other EU language (French preferred). In addition, good communication skills are essential for this role.

IEEP offers a permanent contract under Belgian Law. The role is based in our Brussels office. The successful candidate will contribute substantially to IEEP's external work, leading projects and the staff involved, working together with the other Heads of Programmes in delivering strategic goals for the organization. The successful candidate will work on a portfolio of activities related to IEEP's priorities on extending and strengthening the existing TSE network, with additional focus on management of the Green Deal Barometer project and strategic aspects of the Think2030 conference organization.

The successful candidate will join a cohesive, impact-oriented and supportive team that is committed to the professional development of all of its staff, and where the opportunities for learning and for making a difference are great. Candidates should be able to work in an intellectually challenging and fast-paced environment and meet firm deadlines. The post might require some travel, typically within Europe, but also outside on occasion.

Key responsibilities

The post carries the following responsibilities:

- Leading and overseeing IEEP's role in external networks as required, including:
 - Maintain and strengthen the existing relationships between the Members of TSE and lead activities focused on its expansion;
 - Manage the activities of Think2030 from a strategic/content perspective (bi-annual conferences, side events, papers);
 - Coordinating IEEP's strategic dissemination of work towards key Institutions and stakeholders.
- Maintain and enhance relationships with key institutions and partners, including the EU Institutions, Permanent Representations of Member States, national governments, NGOs and further developing IEEP's broader external networks;
- Internal coordination of strategic horizontal work around the European Green Deal and related developments:
 - Leading the work on activities related to the European Green Deal implementation, such as the Green Deal Barometer, in close relationship with the thematic Heads of Programmes;
 - Contribute actively to fundraising activities, including the drafting and reporting of IEEP's horizontal activities in LIFE operational grant; and
 - Internal Coordination of LIFE operational grant, including: Coordinating the work of IEEP staff as well as external consultant; Engagement with CINEA directly on queries relating to LIFE; Managing the proposal design and reporting, within the coordination of the full grant life-cycle.
- Line management of staff specifically: Membership Manager, Green Deal Adviser and Junior Membership Officer and task management of the events coordinator around Think2030.

Conditions of Employment:

The contract offered is on a full-time indefinite basis.

Location: Brussels (hybrid).

Salary: € 50,000 - € 58,000 gross per year (based on 12.92 monthly payments) depending on experience and qualifications.

Additional benefits include: private pension scheme, lunch vouchers, reimbursement for public transport, one month paid sabbatical leave after five years with IEEP.

Relocation package for applicants living outside Belgium shall be considered.

Application process:

To be considered for this position, please send your CV and a short cover letter (max 1 page) to recruitment@ieep.eu, clearly marking the title of the email: 'IEEP – [Head of strategic relations]: [YOUR NAME]'.

Deadline for applications: 17:00 CET- 11 November 2022

IEEP is an equal opportunities employer and welcomes applications from a diverse background of candidates, respecting inclusion, diversity and equality best practices in the recruitment process.

For further information on IEEP, please visit the IEEP website at www.ieep.eu

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:

Rue Joseph II 36-38,
Bruxelles 1000,
Belgium
+ 32 (0)2 738 7482