

Climate and Circular Economy – Head of Programme (Hybrid)

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that has played a key role in shaping European environmental policy in the past 40 years.

As part of our continuous strive for quality and excellence, we are seeking to employ a Head of Programme for the Climate and Circular Economy team. The successful candidate will play a leading role in influencing the design and implementation of ambitious European zero carbon and climate economy legislation and policies. The Head of Programme will be responsible for the activities of the Climate and Circular Economy team including line management of its 5-6 staff members, will contribute with other Heads of Programme to the overall strategy and direction of IEEP, and report to IEEP's Research Director.

Responsibilities include:

- To establish and implement a strategic vision for IEEP to influence European climate and circular economy policies;
- To continually develop expertise across European policies related to climate change and circular economy, particularly in the EU, but also in the wider global and domestic frame;
- To continually develop high level relationships and networks with key European decision-makers and other stakeholders in relation to European climate and circular economy policies, to identify new research needs and opportunities, and to support dissemination and impact of IEEP's work;
- To provide external representation to decision-makers, the media and other stakeholders at events, external meetings and in other settings as appropriate;
- To develop and maintain a good and diverse portfolio of funded projects for the area (and maintain an overview of their development and impact) in line with relevant targets agreed with the Research Director;
- To support and maintain quality control within the area;
- To conduct and contribute to original research that supports the successful design and/or implementation of ambitious European climate and/or circular economy policies;
- To identify opportunities for sharing, learning and cooperation with other Area teams and identify synergies – developing cross-cutting ideas;
- To contribute actively to the implementation of institute-wide decisions and strategy, together with other Heads of Programme;
- To lead and empower the climate and circular economy team:
 - a. line manage Area staff and interns (currently 5 full time staff and 1 intern);
 - b. monitor and assess external impact and maintenance of Monitoring Evaluation and Learning systems for the area;
 - c. make proposals to the Research Director in terms of priorities and resource allocations for the area;

Skills and qualifications required:

- At least 5 years working on environmental policy at EU or international level, with a detailed understanding of the EU climate and circular economy policy landscape and the wider European environmental agenda;

IEEP AISBL Registered Office

Rue Joseph II 36-38, 1000 Bruxelles, Belgium
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IEEP London Office

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- Successful experience of managing multiple projects and/or initiatives, ideally in a leadership role (e.g. large project, initiative, programme);
- Demonstrated fundraising skills with proven success
- Experience in successfully engaging in and influencing policy discussion and debates with evidence of external impact;
- Experience in building partnerships and establishing networks
- Strong communication skills, 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;
- Willingness to travel within and outside EU, as required;
- Excellent written and spoken English, any additional EU language will be seen as an asset;
- Prior experience in managing staff will be considered advantageous.

Even if you fulfil most but not all of the above requirements, we are keen to hear from you and how you could grow and develop within IEEP.

Conditions of Employment:

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

Location: Brussels (hybrid working environment)

Salary: € 52000 - € 58000 gross per year, depending on experience

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

For candidates who are not currently based in Brussels, a one-off relocation package may be offered. This would be up to €7,000 in total for:

- moving costs such as moving services and transportation
- incoming flight or other personal travel reimbursement to Belgium
- up to 3 months support with temporary housing

Application process :

To be considered for this position, please send your CV and a short cover letter (max 1 page) stating how you match the role requirements to recruitment@ieep.eu, clearly marking the title of the email: '**IEEP Climate and circular economy Lead: [YOUR NAME]**'.

Applications will be considered on a rolling basis.

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

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