



## **Junior Membership Officer (Strategic Partnerships team)**

The Institute for European Environmental Policy (IEEP) is the only Brussels-based think tank specialised in environmental policy and sustainability. Established in 1976, IEEP has advised generations of experts and policymakers since the very beginning of European environmental legislation. Over the past forty years, IEEP has been a key player in European environmental policy development in a range of areas, including agriculture, biodiversity, low-carbon circular economy and natural resources, global challenges and trade, SDGs as well as governance. Our multidisciplinary and culturally diverse team undertakes research and consultancy work on the development, implementation and evaluation of environmental and related policies, particularly in Europe. We deliver research for a wide range of actors including the EU institutions, national and regional authorities in different European countries, the European Parliament, NGOs, the private sector as well as international bodies. IEEP is an independent, not for profit institute with an educational mandate. It has HQs in Brussels. For more information, please see our website.

IEEP is also the founder and coordinator Think Sustainable Europe (TSE), IEEP's membership network and the first pan-European network of sustainability think tanks. TSE is dedicated to providing policymakers across the continent with sound, science-based analysis and recommendations on EU and national environmental policies throughout Europe.

### **About IEEP Strategic partnerships team and IEEP membership network**

You will join the Strategic partnership team, which coordinates IEEP membership network (for further details see: Think Sustainable Europe webpage). In particular, the team coordinates:

- TSE working groups and their activities
- TSE skillshares and trainings
- TSE joint fundraising initiatives
- TSE members' meetings
- TSE meetings with policymakers (e.g. EC officials)
- the application processes for new TSE members
- the IEEP membership scheme's functioning and changes
- sharing information with IEEP staff members when there are opportunities for project collaboration with TSE members

You will support the work of the IEEP/TSE membership network manager, in particular in the following areas:

- ❖ Provide support to the management and coordination of the IEEP membership network (ThinkSustainableEurope – TSE) including:
  - Coordinate the establishment, development and the monitoring of TSE Working groups and their activities, support the organisation of their meetings and in collaboration with area leads oversee their developments (strategy, mission, KPIs, concept notes, contribution to Think2030 platform)
  - Organisation of skill-shares and trainings to the benefit of TSE members coherent with the needs and activities of the network
  - Update of the database of contacts of TSE
  - Support to the coordination of the selection process and applications for membership's processes of new TSE members, outreach to candidates and implement due diligence processes on their applications
  - Contribution to TSE Theory of change (e.g. identify weak spot in Council, key political milestones, etc.)
  - Contribution to the organisation of TSE Executive Directors' meeting (one every six months) to oversee and coordinate the strategic objectives and developments of the network
  - Support to the coordination and updating of the mapping of TSE working areas
  - Support to the management and collection of the membership fees for all TSE members (with the support from income development)
- ❖ Provide support for the organisation of TSE network's activities:
  - Contribute to the organisation and coordination of TSE external high-level meetings with relevant policymakers at European level (e.g. EC, MEPs, Council working groups)
  - Support the coordination of TSE members' contributions to IEEP's flagship initiatives like Think2030, EGD Barometer, and other horizontal activities managed by the Strategic partnerships team
  - Assist in event related logistics linked to the development of TSE initiatives, in particular in the preparation of the Think2030 events
  - Contribute to TSE fundraising, project development and implementation, project coordination
- ❖ Provide support for the content management of the communication around TSE work, in particular:
  - In collaboration with the communication officer, prepare and publish TSE news digest: monthly TSE newsletter with relevant news from TSE members and political updates from Brussels relevant to the network of members
  - Content management of TSE webpage and digital platforms linked to the network in collaboration with the communication officer and moderate the TSE intranet
  - Helping plan social media campaigns to reach a wider audience, increase brand awareness and improve engagement
  - Engaging with researchers to help develop accurate, relevant, and timely short-form content for social media and other online channels
- ❖ The Strategic partnerships team is a horizontal team at IEEP, working on a number of themes. This includes climate change and energy, agriculture, food and land use, biodiversity and natural capital, SDGs and their implementation in Europe, circular economy, water policy, etc. In the framework of IEEP Strategic partnerships team, supporting other teams on external outreach of the organisation and membership network coordination will also involve:
  - Doing background research for blogs, briefings, Power Point presentations, newsletter, articles, concept notes and high-level meetings;

- Provide support and inputs for specific research relevant to the work areas of IEEP, agreed with the line-manager, and ideally integrating contributions from network's members

**Skills and Qualifications required:**

- University level education in a relevant field
- Excellent interpersonal and communication skills, both oral and written
- Advanced knowledge of English language, any additional language will be considered as an asset
- Minimum of one year of previous working experience in a similar role
- Knowledge of the functioning of the European institutions and the policy making processes
- Previous working experience in non-profit industry will be seen as an advantage
- Commitment to shared values and sustainability agenda

**Conditions of Employment:**

**Remuneration:** € 2400 monthly gross on a 12.92 months basis

**Benefits:** meal vouchers, non-taxable working from home allowance in the amount of 154 Euro monthly, non-taxable remuneration of 20 Euro monthly for home internet, paid Brussels public transport, possibility to work on compressed hours choosing between a 4, 4.5 or 5 day weekly working schedule, possibility to work remotely outside of Belgium 20 working days (internal rules apply), contribution towards equipping the home office (limits apply)

**Location:** IEEP Brussels office (hybrid schedule alternating between work from the office and work from home)

**Duration:** one-year definite contract (CDD) with the possibility of renewal

**Starting date:** August 2025

**Application process**

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

**Deadline for application:** 14<sup>th</sup> May 2025

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies, salaries or working conditions on grounds of race, ethnic origin, gender, gender re-assignment, disability, religious or other belief, sexual orientation, marital or civil partnership status or age. For further information on IEEP, please visit the IEEP website at [www.ieep.eu](http://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

#### **UK:**

11-15 William road  
London NW 3ER  
UK