



Student Placement Programme- Fall 2025 (September-December)

CAP and Food team

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that has played a key role in European environmental policy development in the past 45 years in a range of relevant areas.

Are you passionate about environmental issues and eager to make a difference? IEEP is looking for a motivated and dedicated student to join our CAP and Food team for a maximum of 12 weeks programme. This is a fantastic opportunity to gain hands-on experience in the non-profit sector while learning from a very dedicated team.

Position Title: Student Placement, CAP and Food team

Location: Brussels Office/Hybrid

Duration: 10-12 weeks (September-December)

Commitment: full-time (preferred)

Responsibilities and tasks:

- Support the CAP&Food team research projects by extracting and recording information from policy documents into structured spreadsheets/databases
- Ensure accuracy and consistency when entering information and engage with other researchers and team members to clarify data requirements
- Assist in preparing summary tables, writing report sections and overviews based on the compiled data
- Support other team members in their research related tasks as needed
- Possibility to attend agriculture and food related events in Brussels and online
- Engage in the day-to-day activities of the team and of IEEP

Qualifications:

- Currently enrolled in a relevant field of study which requires completion of obligatory work placement as part of curricula (Environmental Sciences, Agriculture, Political Science/European Policy Studies)
- Knowledge or interest in the fields of agriculture and environment, and specifically in soil management is desired
- Good analytical skills with the ability to interpret and extract key information from policy documents

- Proficiency in Microsoft Excel, including experience with data entry, sorting, and basic data analysis functions
- Good written communication skills in English for summarising findings and drafting report sections
- High attention to detail and accuracy when handling complex information
- Excellent knowledge of English language, knowledge of an additional EU language is seen as an asset
- Passion for environmental issues and sustainability
- Ability to work independently and as part of a team,
- Manage time effectively to meet deadlines

Benefits:

- Gain hands-on experience policy analysis at a leading Sustainability Think Tank
- Work closely with a passionate and supportive team
- Opportunity to network with a variety of environmental and policy experts
- Opportunity to learn about the functioning of the European policy-making and the science in policymaking processes

If you're ready to contribute your skills to support important environmental research and gain valuable experience in EU policy making, we want to hear from you!

Application process:

Please send your CV and a cover letter to recruitment@ieep.eu, mentioning in the subject line: Student CAP and Food

Applications will be accepted until July 31st, 2025

Join us in making a positive impact for our planet!

Please note that IEEP's Student Placement Programme offers unpaid positions as an opportunity to students who are obliged to commit to a certain number of working hours within an organisation as part of their regular studies.

Graduate applicants shall not be considered in the scope of this call. Graduate applicants seeking their first employment are encouraged to apply for our paid internships once these are published over the course of a year.

IEEP is an independent, not for profit, institute with an educational mandate. It is headquartered in Brussels and has an office in the UK. For more information, please see our website: 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