



## **Policy Assistant (Internship) – CAP and Food team**

Founded in 1976, IEEP has been, over the past fifty years, a key player in European environmental policy development in areas including agriculture, biodiversity, circular economy, climate and natural resources, global challenges and trade, SDGs, as well as environmental 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 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 think tank with an educational mandate and founder of the Think Sustainable Europe network of environmental think tanks. For more information, please see our website: [www.ieep.eu](http://www.ieep.eu).

Are you passionate about sustainable agriculture and food systems, and eager to make a difference? We are looking for a dedicated junior professional to join our CAP and Food team, which works to improve the environmental sustainability of European agriculture and food systems. The team provides evidence-based analysis and policy advice on the Common Agricultural Policy (CAP), sustainable food production and consumption, and the just transition for rural communities.

Reporting to the Head of Programme, the Policy Assistant will support the team's research and data management activities, contributing to the delivery of a wide range of projects. The role will focus on collecting and organising policy-relevant data, supporting reporting and communication tasks, and assisting with the preparation of project outputs. The successful candidate will work closely with other team members and contribute to the team's broader engagement with stakeholders and policymakers.

This is a fantastic opportunity to gain hands-on experience in the non-profit sector while learning from a highly committed and expert team. In addition, the successful candidate will gain insights into the dynamics of EU policymaking, with a focus on agricultural, environmental, and climate policy.

### **Responsibilities and tasks:**

- Support the CAP & Food team in collecting, organising, and managing data from policy documents, project deliverables, and other sources using Microsoft Excel or other database tools
- Conduct targeted data collection through desk research, policy review, and interviews
- Extract, organise and manage research data to support thematic analysis and evidence-based policy work using e.g. MS Excel
- Prepare summary tables, report sections, and overviews based on compiled data
- Contribute to the development of data visualisations and evidence-based insights to support policy analysis and communication
- Collaborate with researchers to ensure data consistency and clarity, and help refine data collection tools and templates
- Maintain structured databases and spreadsheets to track project activities, outputs, and indicators across multiple funding streams (e.g. ECF, LIFE, Horizon Europe)
- Assist in preparing internal and external reporting materials, including activity summaries, dashboards, and infographics
- Support other team members in research-related tasks as needed
- Attend agriculture and food-related events in Brussels and online
- Engage in the day-to-day activities of the CAP & Food team and IEEP more broadly

### **Qualifications:**

- Completed university degree in Environmental Sciences, Agriculture, Political Science, European Policy Studies, or another relevant field
- Knowledge or interest in agriculture and environmental issues, particularly soil management, is desirable
- Experience in conducting literature reviews, reviews of policy and legal documents, and policy reviews, and qualitative interviews
- Strong qualitative data analysis skills (e.g. coding, thematic analysis); quantitative skills are an asset
- Ability to interpret and extract key information from policy documents and stakeholder input
- Proficiency in Microsoft Excel; experience with other data tools (e.g. Google Sheets, Power BI, or similar platforms) are an asset
- Good written communication skills in English for summarising findings and drafting report sections
- Excellent command of English; knowledge of an additional EU language is an asset
- Passion for environmental issues and sustainability
- Ability to work independently and collaboratively within a team
- Strong organisational and time management skills

## Conditions of Employment:

### IEEP and its Convention d'immersion professionnelle (CIP)

IEEP aims to provide valuable experience to those looking to pursue a career in the non-profit sector. The successful candidate will be hired under the terms of Belgian law "Convention d'immersion professionnelle". The programme is designed to provide newly graduates/young professionals entering the job market with work experience, allowing them to get insights into their studies topics and gain practical experience in a specific field whilst providing IEEP team with assistance in their ongoing activities. The position is offered on a 6-month basis with the perspective of employment upon successful completion of the internship.

**Remuneration:** € 1300 gross per month

### **Benefits:**

- Meal vouchers
- Non-taxable working from home allowance of 154 euro monthly
- Non-taxable remuneration of 20 euros monthly for home internet
- Fully covered public transport
- Possibility to work on compressed hours choosing between a 4 or 4.5 days weekly schedule (our standard working week is 38 hours)
- 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:** CIP contract (paid internship) of 6 months with a possible renewal of another 6 months and the perspective of employment following successful completion of the internship

**Starting date:** ASAP, latest 1 December 2025

The CIP contract is offered on a full-time basis (38h per week) based on eligibility - EU citizens and candidates who are legally allowed to work in the EU shall be considered eligible.

### **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 Policy assistant CAP and Food team: YOUR NAME**'.

**Deadline for application:** Sunday 12 October 2025. Please note that applications are being reviewed on a rolling basis, and the position may be filled before the stated deadline of Sunday, 12 October 2025. We encourage interested candidates to apply as soon as possible.

In case of large number of applications, please note that we will only contact selected candidates due to limited resources.

*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