



JOB DESCRIPTION

JOB TITLE:	EU Budget Policy Officer
DEPARTMENT:	BirdLife European Division - CI Europe
EMPLOYER:	BirdLife European Division
REPORTING TO:	BirdLife Head of EU Policy – CI European Policy Director
REPORTING TO JOB HOLDER:	
DURATION:	1 year, renewable

1 WORKING RELATIONSHIPS

1.1 INSIDE BIRDLIFE and CI:

BirdLife : all European Division staff and staff from the global division of Communications, Fundraising, Policy and Science, Network and Programme; all European BirdLife network, and EU Policy Task Forces and working groups. CI : all CI-Europe staff, the Center for Conservation and Government (CCG), field and thematic programmes as appropriate.

1.2 OUTSIDE BIRDLIFE and CI:

RSPB (BirdLife UK), EU Budget coalition (CEE Bankwatch, Friends of the Earth, T&E) European Commission, European Parliament, Council and EU Presidencies; relevant NGOs and stakeholders at EU level, donors etc.

1.3 OVERALL AIMS OF JOB:

To help the BirdLife Partnership and CI ensure that biodiversity and ecosystems are identified as one of the funding priorities in the EU financial perspectives 2014-2020 and that relevant safeguards are built into EU spending mechanisms to avoid damage to biodiversity and ecosystems.

In particular, to ensure that protection and restoration of biodiversity and ecosystems are included as key climate change mitigation and adaptation measures in the preparatory documents produced by DG Budget and DG Regional Policy on the future of the structural and cohesion policy.

1.4 MAIN DUTIES:

1. To help establish and help run a strong and proactive coalition in Brussels that will advocate at the EP, EC and Council level.
2. To identify, raise awareness among and engage a wide range of stakeholders (in particular ministries of finance, industry, environment, as well as industry associations) in key member states that will provide input into the design of practical environmental financial instruments.
3. To assist in developing constructive working relationships with key influential bodies, especially the European Commission & European Parliament, and other NGOs.
4. Participate and represent BirdLife and CI at external conferences and seminars.

5. To help obtain agenda, minutes etc of EU meetings discussing relevant issues.
6. To help with media relations and act as the technical spokesperson for the related work area with media and other relevant requesting parties.
7. To provide briefs and papers for decision-makers, along with the other staff in the office. To provide briefs and updates for the BirdLife Partners and CI.
8. To help identify opportunities for funding for work on EU Budget, in collaboration with specialist fundraisers, (other) BirdLife European Division and CI-Europe staff and Partners.
9. To contribute to the BirdLife European Division and CI-Europe newsletters.
10. To respond to inquiries as necessary from within and outside the BirdLife Partnership and CI.

1.5 SPECIAL REQUIREMENTS:

1. Relevant University degree;
2. Good familiarity with EU institutions, processes, timetables and stakeholders, particularly related to EU Budget, EU structural and cohesion funds
3. Good knowledge and relevant experience of conservation issues and priorities;
4. Politically highly aware, with some experience of campaigning, political lobbying and fundraising; the post holder would be expected to be able to deal with very senior people with confidence;
5. Proven networking experience in a multi-national environment, preferably in environment and nature conservation;
6. Sympathy to the NGO movement and understanding of BirdLife and CI models, principles and way of working;
7. Highly organized, flexible, good communicator and team player, able to work in a small multicultural team with minimum supervision and to pursue new and unfamiliar challenges;
8. Ability to work under time pressure and willing to travel;
9. Fluency in English. Good knowledge of French and another European language will be an asset;
10. Computer literacy (word processing, powerpoint, excel, etc.).