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JOB DESCRIPTION

Position title:	EU Partnerships Officer
Reports to:	Head of EU International Partnerships
Grade:	Professional 1 (P1)
Date:	May 2024

I. Mission of the Department:

WWF's mission is to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature. From individuals and communities to business and government, we are part of a growing coalition calling on world leaders to set nature on the path to recovery by 2030. Together, we seek to protect and restore natural habitats, stop the mass extinction of wildlife, and make the way we produce and consume sustainable.

Public sector partnerships (PSP) have become an increasingly important part of WWF's mission. PSP now contributes around a fifth of our income globally. We work with our partners to make the environment central to what they do and that's helped leverage much greater funding for programmes that support our environmental objectives.

The EU institutions are one of the largest multilateral donors in the world, and funding from the EU institutions represents a significant portion of WWF PSP income. WWF EPO in Brussels acts as the donor relationship manager for EU institutions, overseeing funding and influencing international cooperation policy, while the EU International Partnerships team is specifically tasked with driving income growth and cultivating EU partnerships to amplify WWF's influence and impact on environmental, conservation, and climate programmes.

II. Major Functions:

This junior professional role primarily entails identifying and evaluating EU funding opportunities aligned with WWF's priorities, providing intelligence and support on donor programmes, policies and compliance, maintaining internal databases, supporting business development efforts, and assisting with grant management across the WWF Network. The role primarily focuses on EU international cooperation funding (European Commission DG INTPA and DG NEAR and EU Delegations) but also offers support to the EU domestic programmes such as LIFE programme (DG ENVI), Horizon Europe, and other programmes as required.

III. Major Duties and Responsibilities:

Funding opportunity scoping and donor intelligence

- Closely monitor DG INTPA, LIFE, Horizon Europe and other relevant EU funding programmes and opportunities and provide regular updates and intelligence to the WWF Network;
- Scope, qualify and share specific funding opportunities for their eligibility and alignment with WWF priorities;

- Scope, analyse and share Annual Action Programmes and other programming documents and develop funding forecasts
- Monitor EU websites, press releases, key internet portals and events relevant to the EU international partnerships work, disseminate information to relevant staff and compile weekly team updates;
- Provide helpdesk advisory to WWF network on EU funding, proposal development, eligibility and compliance issues and grant management;
- Participate in external meetings with EU institutions and NGO coalitions, conferences, info points, as and when required;
- Gather intelligence, prepare analysis, draft briefing notes on thematic areas, countries of strategic interest for donor engagement, relevant EU regulations and new policy frameworks and share with internal stakeholders;

Knowledge and information sharing

- Maintain and regularly update internal EU Partnerships databases, pipelines, internal directories and ensure all relevant documents are filed;
- Research EU public directories for new WWF awarded grants for the EU domestic programmes;
- Manage and regularly update the EU international partnerships intranet site;
- Prepare internal and external communication materials (in collaboration with the EPO communications staff);
- Coordinate internal and external reports and annual income analysis;
- Support and when appropriate coordinate preparation of webinars, presentations, guidelines, training materials and internal tools;
- Ensure the dissemination of the relevant EU-related information, news, updates and upcoming events across the WWF network and consolidate member inputs;
- Organise and take care of the logistics of meetings, events and training, draft minutes, share information and register follow-up actions.

Business development and grant management support

- Support the EU Programme Funding Coordinator's business development role in liaising with WWF offices around the world, building capacity to develop EU applications, provide administrative and compliance checks and support submission of proposals through Prospect;
- Coordinate EU domestic funding opportunities such as LIFE and Horizon Europe;
- Provide helpdesk support on EU INTPA grant and compliance conditions, regulations, PRAG, legal entity and eligibility requirements and share internal guidelines and tools with WWF members as appropriate;
- Support and when appropriate provide internal workshops and trainings
- Coordinate OPSYS roll out and its implementation across WWF network and provide OPSYS helpdesk support for WWF national offices;
- Support WWF members with EU funding and grant systems such as PADOR, Prospect, PIC and other EU portals;
- Participate and get actively involved in the Concord working groups

IV. Profile:

Required Qualifications

University degree in development or environmental studies, political or social science, international relations, European studies, or other related disciplines or equivalent work related experience.

Required Skills and Competencies

- Knowledge of EU international cooperation funding programmes, EU domestic funding programmes and/or previous experience engaging with DG INTPA;
- Previous experience working at NGOs or International Organisations at internship or junior professional level;
- An interest in and commitment to environmental and international cooperation issue
- **Impactful communication:** excellent written and verbal communication skills in English, and an ability to communicate complicated messages clearly to different audiences; active listening and empathy skills.

- **Flexible task management:** well-organised and flexible with the ability to work independently and take on additional responsibilities when required.. Ability to plan, prioritise and manage a heavy workload and a flexible and positive approach to problem solving;
- **Effective collaboration:** good team player prepared to contribute proactively to a variety of tasks. Ability to develop good working relationships. Service and support oriented attitude;
- **Strategic and analytical thinking:** excellent research skills and ability to present extensive technical information in a simplified form. Compile ideas into concise proposals and verify own conclusions; Up to date knowledge and understanding of the use of databases
- **Balanced resilience:** keep performing with high quality and calm when put under the pressure;daring to go out of personal comfort zone and still securing a healthy work-life balance;
- A firm commitment to WWF's mission ("to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature") and the core values: Courage, Integrity, Respect & Collaboration.

V. Working Relationships:

Internal:

This post is located in Brussels and reports to the Head of EU International Partnerships. The role works closely with the EU Programme Funding Coordinator and maintains regular contact with relevant colleagues in the wider WWF network.

External:

The post holder may interact with the EU institutions and Brussels based NGO coalitions and networks.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organisational needs.