



**Vacancy**

IFOAM EU Policy Officer  
on Agriculture and the Common  
Agriculture Policy (CAP)

## Vacancy: Policy Officer on Agriculture and Common Agriculture Policy (CAP)

**Job title: Policy Officer**

**Reports to: Policy Manager**

**Job purpose:** Coordinate efficiently and professionally the policy activities of the IFOAM EU Group in the environment and agriculture fields, with a focus on the Common Agricultural Policy and related topics, in collaboration with the policy unit team and under the supervision of the Policy Manager

**Key tasks:**

### 1. Advocate for developments within agricultural and environmental legislation

- 1.1. Research, identify and analyse relevant legislative developments in the environmental and agriculture policy fields, with a focus on the Common Agriculture Policy, the MFF post-2020, and SDGs
- 1.2. Draft IFOAM EU position papers and advocacy material, as well as press releases and articles for both external and internal communication
- 1.3. Analyse feedback from IFOAM EU members and integrate results of internal consultations into positions
- 1.4. Communicate effectively policy activities and political developments to IFOAM EU internal structures and members
- 1.5. Liaise with researchers to develop studies to support the advocacy work

### 2. Network with policy makers, external partners and IFOAM EU members

- 2.1. Organise meetings with relevant policy-makers
- 2.2. Liaise with IFOAM EU members and efficiently coordinate internal structures with a special focus on the IFOAM EU's Farmers' Group, as well as other relevant Expert Groups and Task Forces
- 2.3. Network with partner organisations and other NGOs within the relevant policy fields
- 2.4. Represent the IFOAM EU Group at external events as requested
- 2.5. Organise conferences and external events

### 3. Contribute to the coordination and implementation of IFOAM EU projects

- 3.1. Supervise implementation, reporting and monitoring of projects related to relevant policy aspects, as required by the Policy Manager
- 3.2. Liaise with relevant project partners
- 3.3. Organise meetings and workshops when necessary, and produce minutes and reports with the projects results

## What kind of person are we looking for?

### Education & Qualifications

- Higher level education or equivalent

### Experience – Essential

- At least two/three years of relevant work experience, preferably in non-governmental organisations and/or farmers organisations
- Good knowledge of the EU agricultural and relevant environmental policies, in particular of the Common Agricultural Policy (CAP)
- Knowledge of EU institutions and of the EU legislative process
- Excellent communication skills in English including verbal, written and presentation skills

### Experience – Desirable

- Experience working with farming associations and in Non-Governmental-Organisations
- Knowledge of other EU languages an asset
- Experience in a variety of IT applications including Word, Excel, PowerPoint

### Skills & Attributes

- Able to develop your work independently and as part of a team
- Ability to research and understand complex policy topics and to translate them into effective advocacy messages that non-experts can understand
- Able to prioritise
- High attention to detail & good organisational skills
- Ability to work in a truly intercultural environment
- Curious & creative
- Flexible & able to adapt to new situations
- Reflect and have empathy with the aims and objectives of organic farming and IFOAM EU

## Conditions of employment

- Full time position
- Based at the IFOAM EU office in Brussels
- Monday to Friday, 38 hours/week
- Salary between 33.500,00€ and 38.760,00€ gross yearly (including holidays payment) depending on qualifications and experience
- Extra-Legal Benefit: Health Insurance, Meal Voucher and 100% public transport payment
- Employment period: determined contract (renewable) with a starting date in September

### Closing date for applications:

02 JUNE 2019

People selected will be invited for an interview at IFOAM EU Office on June 28<sup>th</sup> and 29<sup>th</sup>. Please save the date in your agenda!

Please complete the application form and submit it (in word or PDF format) with a short **sample (in English) of written work** you have done by email to [employment@ifoam-eu.org](mailto:employment@ifoam-eu.org).