



**WWF**

*for a living planet*

## Director

## WWF European Policy Office

### Candidate Description

For more information, please contact:

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## Director, European Policy Office

**Position title:** Director, WWF European Policy Office (EPO)

**Reports to:** Chair of European CEO Forum (direct line),  
Executive Director Global Conservation (dotted line)

**Supervises:** Directors of Conservation, Communications, Operations,  
Personal Assistant

**Location:** European Policy Office (EPO), Brussels

**Deadline for application:** 31<sup>st</sup> March 2018

**How to apply:** This is a full-time position for the European Policy Office situated in the EU quarter of Brussels. Please send a motivation letter and your CV to [rachel@ellwoodatfield.com](mailto:rachel@ellwoodatfield.com) by 2400 on 31<sup>st</sup> March 2018. Only selected candidates will be invited for interview.

### The WWF Mission:

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, by conserving the world's biological diversity; ensuring that the use of renewable natural resources is sustainable and promoting the reduction of pollution and wasteful consumption. See: [www.panda.org](http://www.panda.org)

The European Policy Office (EPO) contributes to the achievement of WWF's global mission by facilitating the WWF network to influence EU policies relevant for the European and global environment generally and nature conservation specifically. The EPO is one of 70 Offices which together constitute the WWF network. See [www.wwf.eu](http://www.wwf.eu)

### The role:

The successful candidate will play a pivotal role in enabling WWF to achieve its strategic goals. He/she will act as a high-level enabler and facilitator, serving the constituent WWF offices, providing strategic leadership on EU matters and forging meaningful alliances with key stakeholders. Also acting as office leader, the successful candidate will empower and motivate senior staff to achieve their respective policy goals and will act as the WWF representative for EU institutional relations. With proven leadership skills and an excellent track record, the new Director will inspire externally and internally.

## Director of the WWF European Policy Office (EPO)

The Director EPO will report to the Chair of the CEO Forum, composed of CEOs of the WWF European offices. He/ She will report regularly on a dotted line to the Executive Director Global Conservation.

The other internal and external stakeholder relationships are referred to on page 5 of this document.

### The Director of the WWF European Policy Office:

#### 1. Represents WWF in Brussels, enhances and acts in alignment with the coordinated advocacy strategy:

- Advocates for WWF solutions and positions relating to key EU policy areas on behalf of the WWF Network through relevant policy dialogues and processes with the EU Institutions and other stakeholders;
- Facilitates and engages WWF national offices in lobbying for WWF Network policy positions in country capitals and works in close cooperation with other WWF regional and international policy hubs as well as ensuring full alignment with the global Practices;
- Ensures that WWF is well positioned to influence and take advantage of funding opportunities specific to the EU institutions;
- Plays an active and influential role among environmental, development and social NGOs and industry and worker representatives operating in Brussels, including but not limited to the “Green 10”, media outlets, governmental entities, funders and business interests.

#### 2. Acts as leader, carries legal responsibility for and oversees the output of the European Policy office.

- Office and legal responsibility:  
Responsible for the efficient and effective management of operational, programmatic, budgetary preparation and approval and communication activities of the Office, in line with WWF policies and Belgian law. Serves as Secretary-General of the AISBL (‘association internationale sans but lucratif’) established under Belgian law to provide a legal basis for the EPO.

- Funding sustainability and accountability:  
Ensures accountability to donors against funds received, that existing donor relationships are maintained and new and innovative fundraising sources for the organization are obtained in line with the EPO's strategy.
- Building and implementing the EPO Policy and Communications Plan:  
Seeks and obtains approval for the EPO Policy and Communications Plan from the CEO Forum (and/or its designated sub-group) and formalizes these via the EPO Legal Board.
- Acts as principal networker and alliance builder, forging sustainable relationships:  
Builds new and maintains key existing external networks and partnerships which help towards fulfilling WWF's mission.
- Manages the Director level staff, demonstrating top leadership qualities:  
Supervises the Director level staff of the Office and motivates all staff to perform highly with a heightened awareness of their personal contribution to the greater cause and how to make a difference.

### 3. Contributes to WWF's global ambitions

- Ensures that WWF's European Policy Program contributes strongly to WWF's global Practice strategies. Drives effective implementation that is results communicated, evaluated and renewed as required;
- Supports WWF Offices to achieve agreed results in the EU, through provision of network intelligence and interaction with stakeholders;
- Participates in the activities of appropriate WWF committees and meetings including the WWF Annual Conference, the European CEO Forum, and the EPO Strategy Advisory Group.

### Candidate Requirements:

- Demonstrates clear ability to represent WWF interests convincingly and forge and maintain strategic alliances at high European level;
- Knowledgeable and experienced in political advocacy/policy processes, with experience of engagement with the EU institutions at senior/leadership level;
- Knows how to balance facilitation, empowerment and decision making in a way that will enable the EPO and WWF network to succeed;
- Proven successful track record in managing an intercultural organization with talented and self-motivated professionals, and will be familiar with obtaining results in an international network organization;

- Provides overall strategic direction that inspires and engages externally and internally, candidate knows how to play the NGO role to create political change, and how to identify and grasp opportunities as they arise;
- Proven leadership and general management skills that bring together different disciplines e.g. programme planning, fundraising, communications, finance and human resources;
- Ability to get up to speed quickly with a range of issues at short-notice – building on an existing vision/knowledge about sustainability, development, and conservation issues;
- Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's Brand Values which are: Knowledgeable, Optimistic, Determined and Engaging.

## Education

- Excellent spoken and written English (other European languages an advantage) and is an engaging public speaker;
- At least 15 years of relevant post graduate experience and a higher university degree (e.g. Master level);

## Working relationships

**Internal:** Frequent and close collaboration with CEOs, Conservation and Policy Directors of WWF Offices, and with the Senior Management Team of WWF International – in particular, with the 31 WWF European Offices and with other global and regional policy teams. In daily contact with the staff of the EPO (about 40 employees) based in Brussels.

**External:** Frequent and senior level contacts with representatives of EU institutions, governments, companies and trade associations, the media, foundations, non-governmental organizations, and academic institutions.

**N.B.:** *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 organizational needs.*

Brussels, March 2<sup>nd</sup>, 2018