



## PROGRAMME MANAGER – CLIMATE & ENERGY

**Application deadline: 11 November 2020**

**We are looking for a highly motivated Programme Manager to join our Climate & Energy team, with a particular focus on the field of Ecodesign and Energy Labelling.**

Supported by 50 environmental NGOs across Europe and beyond, ECOS ([ecostandard.org](http://ecostandard.org)) is a non-profit organisation which promotes environmental interests in the development of standards and environmental laws and policies. ECOS uses its strong technical base to effectively operate at political, policy and technical levels, and to provide key solutions to global environmental challenges.

### Your main tasks will be to:

- Promote and defend the environmental interests in the proposal, development and revision of European and international standards and related policies, with a particular focus on Ecodesign and Energy Labelling, in cooperation with ECOS nominated experts and member organisations
- Analyse technical documents, prepare comments and position papers
- Represent ECOS in technical meetings as well as political fora
- Contribute to the implementation and management of related EU projects (e.g. H2020)
- Develop and implement work/lobbying strategies with a view to maximise ECOS impacts
- Recruit and manage the work of technical experts
- Develop regular updates, briefings and publications for our target audiences
- Engage and collaborate with our members, other NGOs and stakeholders
- Prepare funding applications and ensure proper reporting to funders
- The Programme Manager may be required to carry out any other tasks, including of an administrative nature, depending on the organisation's needs.

### Skills and experience required:

- University degree in environmental sciences, engineering, or relevant discipline. Alternatively, a degree in social sciences with qualifying professional experience
- Two years of relevant working experience in topics related to climate and energy policy, circular economy, product policy or energy efficiency
- Good understanding of EU policy and/or standard making processes
- Commitment to the values, vision and mission of environmental NGOs
- Strong analytical skills & ability to present technical information in simple terms
- Excellent time and project management skills, budget management skills are an asset
- Ability to work effectively both independently and as part of a team
- Excellent writing, communication, networking and negotiation skills
- Fluent English, other languages are an asset

**What we offer:**

- A one-year Belgian contract with a competitive salary package including additional benefits (meal vouchers, pension scheme, 13<sup>th</sup> month, insurances, public transport, eco-cheques) depending on skills and experience and according to our salary scale – with the possibility for an extension depending on funding opportunities and performance
- A dynamic international working environment
- A stimulating set of tasks which have a real impact on environmental and climate savings
- Being part of a dedicated team whose common goal it is to protect the environment

**How to apply:**

Applicants should send a CV and cover letter by no later than midnight 11 November 2020 EOB to: [info@ecostandard.org](mailto:info@ecostandard.org), with the subject line “**PROGRAMME MANAGER-ED: your name**”. The first round of interviews will take place shortly after the application deadline. We regret that only short-listed candidates will be contacted.