

Brussels, Friday, October 16, 2020

Job Description for EPEE Senior Policy Director

Note: Secretariat stands hereafter for Director General (DG) and Grayling

EPEE is looking for a senior policy director (hereinafter “the Consultant”) combining solid knowledge of energy and environment related policy issues in Europe, familiarity with trade associations and related challenges and preferably an understanding of the HVAC or related industries and market place. The consultant needs to be fluent in English, knowledge of another European language, particularly German, French or Italian would be an asset. He/She should ideally be based in Brussels or ready to travel regularly to Brussels. He/She should have the ability to work on his/her own and in teams, take initiative, lead projects and deliver results.

The Consultant would report to the DG and would work under the DG’s direct strategic guidance as her “right hand”, in close collaboration with the full Secretariat team. His/her priority task would be to support the Secretariat in developing and implementing the associations strategic priorities and advocacy workplan, based on the political context and members’ input. Major policy initiatives relevant for the Consultant’s work would include the Energy System Integration Strategy, the Renovation Wave, the Circular Economy Action Plan, the review of certain measures of the Clean Energy Package (e.g. Energy Efficiency Directive, Renewable Energies Directive, EPBD, Ecodesign), and the review of the F-Gas Regulation.

Aside from supporting EPEE’s policy and advocacy strategy, the Consultant would support the Secretariat in coordinating the daily work of the association, supporting the development of EPEE’s ad hoc coalitions and taking a pro-active approach to creating new initiatives. He/She would provide conceptual and logistics support for events and take the lead on the association’s communication, in close cooperation with the EPEE communication officers (nominated EPEE members). Finally, the Consultant would support the DG in representing EPEE at external occasions, meetings, conferences, events, as requested by the DG.

Fees would be based on timesheets provided on a monthly basis. A monthly retainer would be paid based on the estimated amount of work over a year.

In a first step, workload would be estimated to be 48 days per year, i.e. an average of 4 days per month. In a second step, and in agreement with EPEE members, this amount would be increased to 126 days per year, i.e. an average of 10.5 days per month.

Review and evaluation would occur quarterly. Start: As soon as possible.

Tasks of the Consultant:

- Proactively identify relevant hooks, risks, opportunities in the regulatory landscape
- Develop content
- Internal communication and coordination with members
- Active outreach to policy makers and to other stakeholders
- Support external communication activities

Interested?

Please send your CV and cover letter (in English) to a.voigt@epeeglobal.org.

Should you have any questions about the application process or the job, please do not hesitate to contact a.voigt@epeeglobal.org or secretariat@epeeglobal.org!