

European Association of Zoos and Aquaria

Vacancy: EU Policy Coordinator



EAZA, the European Association of Zoos and Aquaria, represents and links 400 zoos, aquariums, national zoo federations and other organisations in 44 countries, including Members in 26 of the 28 EU Member States. In addition to furthering the professional standards of our Members with regard to the care and accommodation of the animals kept in their collections, EAZA also facilitates cooperation in our key mission areas of conservation, education and research. EAZA is the world's largest professional zoo and aquarium body, and more than 140 million visits are made to EAZA Members each year.

The main EAZA Executive Office is based at Artis Zoo, Amsterdam, The Netherlands however, this advertised post will be based in Brussels, Belgium. A permanent staff of thirteen people, plus three others located off-site are responsible for the day to day running of the Association, with activities divided mainly across two departments: Communications and Membership and Collection Coordination and Conservation.

Implementing the EAZA Strategic Action Plan 2017-2020 will mean the number of staff will grow in the next few years. This Strategy has identified the need to further increase our engagement with the EU and other European bodies, hence this new position.

Job Description

The successful candidate will work directly for the EAZA EU Policy Manager who in turn is line managed by the EAZA Executive Director. The post is based in Brussels with the expectation that the successful candidate will make four to five visits per year to the main EAZA Executive Office in Amsterdam. This role will encompass a variety of policy areas but one of the main focusses will be Animal Health. The contract will be subject to a trial period and positive development review.

Duties and Responsibilities

Policy Influencing and Representation

- Support the external representations of EAZA at the EU on a day to day basis and facilitate meetings of other representatives of EAZA at relevant meetings;
- Promote the work of the EAZA community to a wide Brussels audience, including EU bodies;
- Support coordination of events in Brussels, Strasbourg, and other locations to promote the work of EAZA, developing increased dialogue with relevant bodies;
- Work on policy development under the guidance of the EU Policy Manager

- Assist in the development of EAZA's policy, Position Statements, and strategic approach to public affairs in Europe.

General

- Where relevant, assist with preparation related to conferences and other general tasks in the office;
- Provide regular reports detailing ongoing developments at the EU to be of use for the Council of EAZA and the wider membership;
- Teach in appropriate EAZA Academy training courses on policy and legislation where appropriate;
- Contribute to ensuring the communication and publication of related information to the membership (e.g. by publication in eNews, Zooquaria, EAZA website) where it pertains to EU and policy

Required Qualifications and Experience

Education

The EAZA EU Policy Coordinator will be educated to a minimum of degree level or equivalent. A degree in a related discipline such as Veterinary Sciences or Biology is preferred.

Experience

- Candidates must have a good understanding of veterinary and animal health legislation and policy and be able to understand the technical and clinical aspects;
- Candidates must have a minimum of three years' work experience in the field of animal health; experience working on animal health policy is desirable;
- Candidates must have a basic understanding of EU structures, decision making bodies and budget processes or the willingness to learn these on short notice;
- Work experience with policy development at the EU level is an advantage;
- Candidates must have a proven track record in project management and working in a multidisciplinary team environment;
- A proven ability in public speaking is essential;
- Experience with standard office word processing and spreadsheet packages is essential;
- A proven ability to develop strong communication materials is preferred;
- Experience with meeting facilitation will be a distinct advantage.

Skills

- Good negotiation and networking skills;
- The ability to work effectively to deadlines and under pressure is paramount;
- Good prioritisation skills and ability to balance multiple policy processes at the same time;
- Fluent written/spoken English. The ability to communicate in an additional European language is preferred;

- The ability to initiate new ideas and take the initiative in response to challenges and opportunities;
- The ability to explain diverse issues to non-experts;
- Candidates must be able to produce written materials on time and must be able to communicate effectively with diverse communities;
- Candidates must have excellent interpersonal skills and the ability to work across multiple cultures.

Employment Conditions

The position of EAZA EU Policy Coordinator is a full-time post working five days a week (38 hours) to be based in Brussels. The successful candidate will be expected to work weekends and outside normal working hours where required, for example at conferences. A willingness to travel is also essential. There is a holiday allowance of 25 days a year and a company pension is available. The contract is initially subject to a trial period and positive development review. The gross annual salary for this position is in the range from €37,000 to €42,000, subject to experience. This includes holiday pay and a 13th month.

Applications

Applications should include a brief covering letter and a full CV with two references. All applications are to be sent via email to Joni Hut at info@eaza.net with the subject line "EU Policy Coordinator – Name of applicant". All applications received will be acknowledged by a return email.

Application deadline: by 10 September 2017

Interviews will take place in Brussels during early October 2017.

We thank all applicants for their interest; however, only candidates short-listed for interview will be contacted.