



Job description – Policy Officer, Sustainability (maternity cover)

Description of the Association

The European Coffee Federation (ECF) is the voice of coffee industry and trade in Europe. For over 40 years, our activities, based on technical expertise and insights, cover pre-competitive matters impacting the European coffee industry. We offer a transparent forum for exchange and promote the sector's common interests in the largest coffee consuming continent, representing over 30% of the world's coffee consumption.

With 15 national associations and 32 companies as members across Europe, a Brussels-based team and a network of top-notch experts, ECF interacts with stakeholders across Europe and beyond.

We are looking for a full-time Policy Officer, Sustainability for a six-month contract from December 2021 to May 2022 (maternity cover).

The Role

The job holder will analyse and disseminate relevant information to members and relevant stakeholders, covering EU sustainability policy and regulatory developments of particular interest for the coffee industry. The job holder will also develop ECF positions in those areas.

The candidate must be self-motivated and capable of working on her/his own initiative whilst maintaining and promoting excellent relations with the team and all ECF members. The job holder will be reporting directly to the Sustainability Manager and the Secretary General and will work closely with the Chairs and members of the ECF Sustainability Committee and its associated working groups.

Main responsibilities

- Monitoring, analysing, and reporting on sector-relevant developments and EU policies in the areas of sustainable sourcing of agricultural commodities, e.g. Farm to Fork Strategy, deforestation, sustainable corporate governance, due diligence, climate change, etc.
- Providing sound and timely regulatory & political advice and being the secretarial support to the ECF Sustainability Committee and associated working groups (preparing and facilitating meetings).
- Liaising with and ensuring alignment with members while driving the development of sector's positions and implementing advocacy strategies by preparing responses to consultations, position papers, guidance documents, technical briefings, etc.
- Representing industry interests towards EU institutions, relevant industry associations and public forums/platforms.
- Represent ECF in associations and platforms, where relevant, e.g. FoodDrinkEurope, ICO Coffee Public Private Task Force
- Supporting the Secretariat with administrative tasks when required.

Profile

The successful candidate will:

- Have a university degree in political science, sustainable development, international relations, European studies, food policy or related fields



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- Have an excellent knowledge of EU institutions
- Have a first working experience in the EU institutions or in a trade association context, preferably in a similar role.
- Have a very good command of written and spoken English
- Be pro-active and well organised
- Have excellent interpersonal skills and a strong team player attitude
- Be able to multitask and manage different priorities/deadlines, with strong attention to detail
- Be an EU citizen

We offer

- Exposure to diverse policy areas and the possibility to explore a variety of topics
- Engagement with a small, but dynamic and passionate team, and interaction with major international players
- Full time employment contract for six months (maternity cover) under Belgian law
- Salary package based on experience and qualifications
- Meal vouchers and refund of public transport

Location: Brussels/remote

The jobholder will start on 1 December 2021.

How to apply

Please send your application to Eileen Gordon (egordon@ecf-coffee.org), ECF Secretary General, and Isabelle Lemmens (ilemmens@ecf-coffee.org), ECF Sustainability & Communications Manager, with "Policy Officer, Sustainability" in the subject line.

Your application should include the following documents (with your name as the title):

- A cover letter. The letter (maximum two pages) should outline your suitability and motivation for the job. It should explicitly reference how your profile matches the different job requirements described above. Please also include with your application the name and contact details of at least one person (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for an interview.
- A detailed curriculum vitae

Application deadline: 5 November 2021

Please note that only shortlisted candidates will be contacted.

Further Information

More information about the European Coffee Federation (ECF) can be found at www.ecf-coffee.org