**Job Description: Policy Officer of the Irish Environmental Network and Environmental Pillar**

**Title of Job:** Policy Officer (Brexit/UK Withdrawal Agreement Project)

**Responsible to:** IEN Chief Executive Officer

**Location:** The Macro Building, 1 Green St, Dublin 7

**Organisation:** Irish Environmental Network (IEN) and Environmental Pillar

**Contract:** Part-time renewable contract (20 hours per week)

**About the Irish Environmental Network (IEN)**

The IEN is a network of more than 30 national environmental non-governmental organisations (eNGOs) that work to protect and enhance the environment and to place environmental issues centre stage in Ireland and internationally. The secretariat works to support members and our advocacy coalition - the Environmental Pillar. You will work in a small, energetic team to shape policy and advance sustainable development principles.

**Overview of the Role**

This is an exciting opportunity for an experienced policy and advocacy officer. The goal of this work is to influence decision-makers to ensure that environmental protection on the island of Ireland is secured during the negotiations on the future relationship between the EU and the UK on foot of its departure from the European Union. Monitoring implementation of the Withdrawal Agreement will be key, as will ensuring that objectives to protect the environment on the island of Ireland as it relates to EU law are adhered to.

The successful candidate will liaise with senior government officials, European Commission staff, eNGO representatives and networks, and will develop relationships and alliances with representatives of other sectors as appropriate. Support and guidance will be provided by the IEN CEO and the Environmental Pillar Brexit advisory group.

**Key Responsibilities**

- Develop a strategy corresponding to the schedule of future relationship negotiations.
- Monitor developments related to the UK’s relationship with the EU, including the implementation of the Withdrawal Agreement and the negotiations on the future relationship between the EU and the UK, as it pertains to the area of the environment, including biodiversity, climate and water and the legislative infrastructure providing protection in these areas.
- Cultivate relationships with eNGO representatives in Ireland and beyond as required.
- Engage and develop relationships with the key Brexit public representatives, including Irish government ministers, TDs, Senators, government officials, MEPs, European Commission staff, and EU and UK-based (including Northern Ireland) NGOs and other key stakeholders to ensure that our goals for the environment in the context of Brexit are included in Agreement negotiations and plans.
- Liaise with the Environmental Pillar’s Brexit Stakeholder Forum representative in advance of Stakeholder Forum meetings.
- Ensure members of the IEN and Environmental Pillar are kept updated regarding Withdrawal agreement and UK-related policy developments and activities.
- Organise and host seminars, workshops, briefing opportunities and other policy related events where appropriate.
- Provide ongoing support to the CEO, Chair and members in their public roles by sourcing data, providing research papers and briefings as requested.
- Develop and produce briefings and publications including public submissions where appropriate, and research papers in support of our policy objectives for presentation to Government, EU officials, policy makers and other key stakeholders, ensuring publications are accurate, evidence-based and up to date with research and national, European and international policy developments.
- Liaise and maintain regular contact with government officials, politicians and policy makers on key policy issues.
- Write articles, blog posts and press releases at key moments to build awareness and garner public support.
- Represent the IEN and Environmental Pillar at events, conferences and in various partnerships and coalitions where appropriate.
- Manage the project budget, ensuring costs are in line with allocated funding.
- Support and facilitate collaborative working among members of the IEN and Environmental Pillar, and with external stakeholders, partner organisations and coalitions. Identify opportunities to help progress environmental advocacy with sectoral interests and communicate quickly any threats to the natural environment to the Brexit Advisory group.
- Prepare documents and reports, providing support as required by the Chief Executive Officer, Communications Officer, and network members.
- Assist in any other duties as required.

**Essential Criteria**
- Masters level qualification in environmental policy, law or a related discipline
- At least 4 years’ experience working on Irish, British or EU-based policy or advocacy work
- Proven experience of policy analysis, planning and producing own research and policy documents to tight deadlines
- Experience of advocacy work at a national, European and international level
- Proven ability to communicate effectively verbally and in writing to a range of audiences.

**Desirable requirements**
- A desire to learn about trade and environment issues
- Working knowledge of advocacy at EU level, particularly in relation to Brexit and/or environmental issues
- Proven experience of effective project management, including: strategic planning; budgeting, reporting and evaluation
- Experience of nurturing relationships with a broad range of stakeholders
- Knowledge and experience of working in a membership-based organisation or within the NGO/community and voluntary sector

**To apply:**
Send cover letter (maximum length 2 pages) and CV to: jobs@ien.ie

**Deadline for applications:**
Friday, 24 April 2020

The IEN is an equal opportunities employer.