



Euroheat & Power aisbl, the international association for District Heating and Cooling (DHC), recruits

Policy Officer

The organisation

Euroheat & Power is the international association for District Heating and Cooling, representing Members in more than 30 countries worldwide. Members include all existing national DHC associations in the European Union, utilities operating DHC systems, manufacturers, research institutes, consultants and other organisations involved in the DHC sector.

Euroheat & Power is active in four areas:

- ✔ Policy analysis and representation of interests towards the European Union and other international organisations;
- ✔ Documentation and analysis of market developments and trends;
- ✔ Communication and events;
- ✔ Research and development (DHC+ Technology Platform).

In the context of the transition to a low-carbon energy supply, the energy industry in general and the District Heating sector in particular will continue facing substantial challenges in the coming years. Euroheat & Power's mission is to work towards market growth for DHC by engaging both policy-makers and the sector across borders.

Position Summary

Reporting to the Head of Policy & European Affairs, you will be part of a team that is the leading force in supporting collaboration among our Members, and in developing advocacy strategies on key issues for the District Heating and Cooling sector in Europe. To do so, you and your colleagues will work closely with experts from our Member Organisations and with relevant external partners.

Requirements

What does it take to succeed in this role?

- ✔ Three years of relevant work experience;
- ✔ Excellent English (written & spoken) ;
- ✔ Previous experience working in, and/or a solid understanding of:
 - Euroheat & Power's policy areas of activity (see our website www.euroheat.org)
 - An international membership organisation or association;
 - EU public, legislative and regulatory affairs, including experience in advocacy and dealing with the European institutions;
- ✔ In-depth knowledge of the EU policy-making processes.

Competencies

- ✔ You have strong analytical skills and policy awareness with the ability to interpret and explain policy developments to various audiences;
- ✔ You are passionate about energy issues;
- ✔ You are service-oriented and strive to meet the needs of Member Organisations and like-minded stakeholders;
- ✔ You have strong organisational skills, the ability to manage time and to work to deadlines;
- ✔ You have a pro-active, flexible and 'hands on' approach to work, willing to make a change in the policy debate on energy.

Responsibilities

As a Policy Officer, you will oversee a portfolio of policy files relevant to Euroheat & Power's Member Organisations. Within that portfolio, that evolves over time, you will:

- ✔ Manage and co-ordinate collaboration and advocacy activities on priority energy policy areas, in close co-operation with the Member Organisations (at expert and decision making levels), with colleagues in the Euroheat & Power Office and with external contacts;
- ✔ Be responsible for monitoring, providing sound analysis and timely advice to management on European developments in a broader range of energy policy areas;
- ✔ Support the management of the internal Energy Policy Committee (e.g. preparation of draft minutes);
- ✔ Lead Task Forces' & internal Working Groups' meetings:
 - Cooperate with Members in defining & implementing advocacy initiatives
 - Maintain administrative records including statistics
- ✔ Organise and contribute to publications and other activities related to the association's work plan:
 - Country by Country survey (biennial)
 - Produce briefing material for internal & external dissemination
 - Draft Policy papers from A - Z
 - Contribute to the monthly newsletter
- ✔ Liaise with European Institutions, stakeholder organisations and the wider international community to represent Euroheat & Power. And hence, contribute to the growth & positioning of Euroheat & Power as credible in the European debate.

We offer

- ✔ Permanent contract in a dynamic & growing sector, involvement in a wide range of responsibilities & projects with a high level of independence;
- ✔ Competitive salary package depending on level of experience;
- ✔ Possibility to work from home and other benefits such as meal vouchers, 13th month (additional salary payment in December), extra vacation days depending on work schedule chosen, Eco-cheques, Transportation Reimbursement (legal level) and Bonus Scheme.

How to apply?

Please address application letters (maximum two pages) and curriculum vitae to jobs@euroheat.org, with the subject "Policy Officer". Your cover letter should outline your suitability and motivation for the post and include your salary expectations. It should explicitly reference how your profile matches the different job requirements described above. Please also include, with your application, the names and contact details of two people (ideally a current or former line manager or supervisor) who could provide a reference in case you are short-listed for interview.

Deadline for applications: 15 November 2018.

Further Information

Please direct any questions to jobs@euroheat.org.

More information about Euroheat & Power can be found on the website at www.euroheat.org.