



**Policy Assistant – Paid Traineeship – Brussels
(6 months, February - July 2023, with possible extension)**

As a prominent energy think tank based in Brussels and Berlin, we are leading the conversation on buildings and climate, making the case for ambitious, human-centric policies that will bring the built environment in line with global and European climate objectives. We also provide advisory activities to the European institutions, policymakers in EU Member States and neighbouring countries, the scientific community as well as private sector stakeholders and civil society.

This position is a unique opportunity to work for a values-driven employer with a stellar reputation in Brussels and globally, and who encourages creativity and diversity in our team. The right candidate will be deeply immersed in our policy work and will gain insight into how policy making in Brussels works in the field of EU energy policy, and how to navigate within this community daily. You will be able to grow your knowledge, skills and creativity to tackle one of the biggest crises of our times – climate change.

THE POSITION - PRINCIPAL RESPONSIBILITIES

The job is a full-time post based in the Brussels office of BPIE, and missions are to:

- Track developments of legislative files pertinent to buildings (EPBD, EED, Governance/NECPs), as well as monitor political developments linked to forthcoming EU elections, by notably following the work of the European Parliament and Council, and doing desk research / data mining
- Update other team members on policy developments, either by email or oral presentation
- Summarise in short briefings policy developments, legal documents, events and stakeholders' positions
- Contribute to drafting policy briefings by undertaking small research and writing tasks
- Contribute to online outreach activities to policymakers and stakeholders
- Assist with implementing BPIE's engagement plan (mapping stakeholders and policymakers, as well as scheduling, preparing documents for and participating to meetings with them)
- Support occasionally with event organisation (webinars, stakeholders' dialogues)
- Collaborate constructively with other team members on a need's basis

REQUIRED QUALIFICATIONS / PROFILE

You have...

- A Master's degree in a relevant discipline (EU studies, political science, law, economics, social science, energy and environmental policy)
- Good knowledge of EU decision-making procedures and EU energy policies (understanding the role of buildings in the energy transition is an asset, as well as knowledge of some national energy policies)
- A high proficiency in spoken and written English (fluency in German is an advantage)
- A passion for the fight against climate change and a keen interest to improve and innovate policy making in the field of energy and buildings at EU level
- A degree of autonomy in your work: you are organised, solution oriented and a quick learner

WORKING RELATIONSHIPS

- Your level in internal BPIE staff categorisation will be 1
- You will report to BPIE's Senior Policy Advisor
- You will also closely work with the Head of Communications, the Head of Research, the Executive Director and other researchers at BPIE

HOW TO APPLY?

- You should have a valid working permit for the EU



- Please send your application (CV and cover letter), as well as possible start date, to helene.sibleau@bpie.eu by 15th January midnight, indicating your name and 'Policy Assistant' in the email subject
- Please note only shortlisted candidates will be contacted and invited for interviews, which should take place in the second half of January, probably on 20th and 23rd January (either online or in person in Brussels)
- The starting date should ideally be as soon as possible, early February, but some flexibility is possible. The contract will be for 6 months, with a view to extend for another 6 months.
- All applications will be treated confidentially. We will store your information unless you specifically request otherwise.