



FACE is the European Federation of Associations for Hunting and Conservation.

Established in 1977, it represents the interests of Europe's 7 million hunters as an international non-profit-making nongovernmental organisation (INGO). This makes FACE the largest democratically representative body for hunters in the world and is probably one of the largest European civil society organisations.

FACE is made up of its Members: national hunters' associations from 36 European countries including the EU-28. FACE also has 4 Associate Members and has its Secretariat in Brussels.

PUBLIC AFFAIRS OFFICER

FACE is looking for a Public Affairs Officer to join its small and ambitious team in Brussels. FACE Public Affairs is in the process of implementing a major operational restructure. This role offers a great opportunity to be part of shaping and implementing a new public affairs project in a vibrating international environment.

We are looking for someone who is a self-starter, confident and has a proven track record in interest representation. The ideal candidate should have past experience in EU affairs and be quick to learn in new areas. He or she should be passionate about the work we do at FACE and willing to work hard to increase our reach, awareness and influence in promoting sustainable hunting and conservation in Europe.

Location: Brussels, Rue Frédéric Pelletier

Terms: One-year contract (under Belgian law) with possibility of a time-unlimited contract after one year. Attractive salary & benefits combined package.

Reports to: Director of Legal and Public Affairs

Starting date: As soon as possible

How to apply: Please send your CV and covering letter to recruitment@face.eu explaining your reasons for applying to this position. Deadline for application is **25 April 2014**. Selection and interviews are scheduled between 28 April and 16 May.

JOB PROFILE: Public Affairs Officer

Responsibility: You will work under the supervision of the Director of Legal and Public Affairs to develop and implement FACE's public affairs and policy objectives in an effective and timely manner, ensuring target-oriented positioning and authoritative representation of the hunting community and its interests in relevant policy processes at EU and international level.

Key relationships: All internal staff, FACE Members' staff in 36 countries, stakeholders, EU officials and Members of the European Parliament.

Key duties:

Advocacy and External Relations

- Develop and implement advocacy strategies and campaigns, policy events and other policy tasks with focus on the EU institutions;
- Represent FACE and its positions in meetings and public events, and as required, engage with the media;



- Develop and leveraging key relationships and alliances with decision makers and stakeholders, with particular attention to the European Parliament.

Policy Monitoring, Research and Analysis

- Monitor and gather intelligence on EU and international policy developments in the field of hunting and nature conservation (such as nature & biodiversity, firearms & ammunition, public & animal health, wildlife trade...);
- Analyse relevant political and legislative developments of relevance to FACE's Members;
- Prepare briefing notes and reports to colleagues and Members.

Internal Policy Work

- Contribute to overall FACE public affairs strategy development, work plans and reporting processes;
- Organise and ensure enhanced involvement of FACE Members and manage policy-related internal platforms including meeting organisation and follow-up;
- Manage the finding of common policy positions of Members and implement the production of draft positions and reports;
- Ensure good communication of policy activities and political development.

General

- Provide strategic policy and advocacy advice to the director and secretary general;
- Assist and cooperate with the fundraising management staff in content conceptions, implementation and reporting of projects in relevant fields of policy as required;
- Willing to work flexibly: occasional flexible hours and travel within Europe.

Background and experience

- University level education or equivalent (in political sciences, law, natural sciences or other relevant fields);
- A minimum of three years' experience in European Public Affairs in any of the following areas: EU institutions, advocacy NGOs, business firms, government, media, intergovernmental organisations, research organisations, political parties, think tanks;
- Excellent knowledge of EU policy making and processes;
- Demonstrated ability to work in an international context with organisations from differing backgrounds and varying cultures with tact and diplomacy.

Key skills and personal attributes

- Excellent communication skills and ability to convince groups;
- Ability to think and act strategically and laterally and understanding of political processes;
- Excellent interpersonal skills with ability to adapt to a multicultural working environment;
- Result-orientated team player with pronounced ability to work on own initiative and with a high degree of autonomy;
- Strong organisational skills and ability to manage priorities and work to deadlines under pressure;
- Good analytical skills, capacity to identify key issues and ability to construct coherent arguments;
- Meticulous with good attention to detail;
- Fluent in written and spoken English with a good knowledge of at least one other European language, preferably German and/or French. Additional European language would be an asset;
- Willingness to develop;
- Outgoing and charismatic personality with good social skills;
- Empathy with the aims and objectives of FACE;
- Experience of and/or understanding of hunting, countryside activities and nature conservation would be an asset.