



THE VOICE OF EUROPEAN HUNTERS

FACE

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JOB PROFILE: Traineeship – Conservation Policy Assistant

Responsibility: Assisting in gathering and analysing information on topic of migratory birds, the FACE Biodiversity Manifesto and other relevant areas, gaining understanding of the various legislative documents in the EU, and preparing reports.

Key Relationships: All internal staff, FACE Members' staff in 37 countries and FACE partners from regional to European level (NGOs and stakeholder organisations representing the rural and nature conservation sectors; academia; and the public sector)

KEY DUTIES	KEY SKILLS	EXPERIENCE / QUALIFICATION
<ul style="list-style-type: none"> Assist the Conservation Department in managing and executing tasks, ensuring that deliverables are managed efficiently, and deadlines are met. Related work varies between tasks and can include tasks such as data collection and evaluation (e.g. surveys), writing analytical reports, building and maintaining networks etc. It will require close contact with existing expert networks and FACE Members. Ensure adequate monitoring of relevant EU, European nature and biodiversity policy, and providing internal FACE briefings. Assist the Conservation Department in maintaining databases on population status of migratory birds and case studies on Biodiversity Manifesto. <p><i>General</i></p> <ul style="list-style-type: none"> Assist the Conservation Department in policy work related to wildlife and nature conservation, consulting the FACE Members on related issues and contributing to policy briefings, consultations, gathering data and analysing it, etc. Assist in the organisation of meetings. Assist with other administrative duties, as required. Willing to work flexibly: occasional flexible hours. Occasional travel within Europe will be necessary. Contribute to any relevant occasional translation needs as and when required. 	<p><i>Essential</i></p> <ul style="list-style-type: none"> Ability to work to deadlines and manage priorities. Strong organisational skills. Good written and verbal communication skills in English and at least one other European language (preferably, French or Spanish) Excellent analytical skills and attention to detail. Ability to prepare detailed reports and articles. Ability to work with other team members as well as independently. Excellent interpersonal skills. Fully IT literate. Willingness to develop. <p><i>Desirable</i></p> <ul style="list-style-type: none"> An interest in and possibly close connection with the countryside, hunting and nature conservation. Any other European languages 	<p><i>Essential</i></p> <ul style="list-style-type: none"> Educated to degree level, preferably in the field of biology, environment, agriculture, forestry or professional equivalent. Demonstrable record of database / information management. Demonstrated ability to work in an international and multi-cultural context. Knowledge of EU affairs, preferentially of European legislation and policies in the field of nature and biodiversity, agriculture and/or forestry <p><i>Desirable</i></p> <ul style="list-style-type: none"> Interest and knowledge of ornithology. Experience of working with NGOs. Experience in survey work. Experience in event organisation.

HOW TO APPLY: Send your CV and a cover letter to recruitment@face.eu addressing the job profile below as best as possible. Please put "Conservation Policy Officer application" in the subject heading of your email. The deadline for applications is 18:00 on 5 June 2020.