



FACE is the European Federation for Hunting and Conservation.

Established in 1977, FACE represents the interests of Europe's 7 million hunters as an international non-profit-making non-governmental 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 7 Associate Members and has its Secretariat in Brussels.

FACE upholds the principle of sustainable use and has been a member of the International Union for Conservation of Nature (IUCN) since 1987. FACE works with its partners on a range of hunting-related matters, from international conservation agreements to local implementation issues with the aim of sustaining hunting across Europe.

JOB PROFILE: TRAINEESHIP – WILDLIFE POLICY ASSISTANT

Responsibility: Assisting in gathering and analysing information on topic of large carnivores, 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 36 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 Large Carnivores, 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. ● 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 wildlife biology and ornithology. ● Experience of working with NGOs. ● Experience in survey work. ● Experience in event organisation.