

## Vacancy announcement for Programme Officer – Climate Collaborations

The Philanthropy Europe Association (Philea) is looking for a Programme Officer - Climate Collaborations who will:

- Support the management of Philea's networks focused on environmental and climate challenges, working closely with the Senior Programme Manager and the Programme Officer - Climate Coalition
- Provide day-to-day support to the members of the networks by implementing initiatives, developing workplans, and drafting activity reports
- Develop and manage effective relationships with the members of the networks, other relevant foundations and networks, as well as key stakeholders in the philanthropic ecosystem linked to environment and climate challenges
- Support the design and the execution of engaging and impactful collaboration and networking activities for philanthropic practitioners
- Monitor relevant developments in the field of climate and philanthropy
- Be someone who values the importance of collaboration and trust, believes in the power of collective impact, is eager to learn, and advocates for everyone to have a voice and equal opportunities
- Be available to work **full time**

### **Duration:**

An initial period of one year and may be subject to extension.

Starting date: as soon as possible

### **Competencies:**

#### **Required:**

- At least 2 years of professional experience in a similar role



- Ability to draft reports on activities and expenditures, especially in regards to grants, and other reporting activities
- Ability to draft meeting agendas, reporting, follow-up on action points and other administrative actions
- Ability to organise in-person, online or hybrid meetings
- Ability to work independently, including excellent organisational skills
- C2 level in English (listening, writing, speaking).
- You must have the right to live and work in Belgium.

**Desired:**

- Experience of working on the management of EU projects

**Advantage:**

- Knowledge of the environmental and climate field
- Knowledge of another European language

**Our offer:**

This is a great opportunity to do mission-driven relevant work, gain an introduction to a sector making positive change, as well as apply and further develop skills in project management. Based in Brussels, Belgium this role offers the opportunity to live and work in the heart of Europe.

**Benefits include:**

- A competitive salary package (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible working hours and work from home/abroad policy
- Additional holidays
- Training and personal development budget
- Group health and pension insurance
- A friendly, open working environment

## How to apply

Please send your application (cover letter + CV in English + salary expectations) by 3 January to [jobs@philea.eu](mailto:jobs@philea.eu) quoting the following reference “Programme Officer – Climate Collaborations”

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. Please note only shortlisted candidates will be contacted. All applications will be treated confidentially.

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.

## About Philanthropy Europe Association (Philea)

We are the voice of European philanthropy. Our purpose is to harness its immense multidimensional potential.

Philea nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks in over 30 countries that work for the common good. We unite over 10,000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

We want to inspire, connect and represent the European philanthropy sector and enhance its role as a credible and trustworthy partner, today and tomorrow. We foster collaboration in order to increase synergies, scale up innovation and use our voice to impact policy that enables positive change

We believe that philanthropy in Europe plays a unique, risk-taking role in sparking innovation and acting as a catalyst for good.

We want to connect citizens and communities with philanthropic organisations and contribute to building more resilient, sustainable and just societies.

[www.philea.eu](http://www.philea.eu)