

CLOSING DATE FOR APPLICATIONS: Tuesday, 04 March 2012

Applications to be sent to: info@ifoam-eu.org

Please use the IFOAM EU application form only

JOB TITLE: Regulation coordinator

RESPONSIBLE TO: IFOAM EU Group Director

JOB PURPOSE

To coordinate the IFOAM EU Group work on organic regulations, in particular EC regulation 834/2007 and to increase its regulation competencies.

KEY TASKS

1. Coordinate and assist in the IFOAM EU Group in position making

- 1.1 Coordinate the position making of the IFOAM EU Group in the area of organic regulations.
- 1.2 Assist in drafting and draft IFOAM EU Group positions and integrate results of internal consultations into position drafts.
- 1.3 Ensure high quality IFOAM EU Group regulation positions and inputs.
- 1.4 Monitor the developments regarding the regulating of organic food and farming in the EU and elsewhere with a particular focus on the EU political process and assess the need to take positions.
- 1.5 Organise and follow up meetings as appropriate.

2. Ensure future opportunities regards regulation

- 2.1 Assist in the strategic development of the IFOAM EU regulation work area.
- 2.2 Supervise and/or implement project participation in projects dealing with the organic regulations or related areas if required.
- 2.3 Develop project ideas/concept notes in the area of organic regulations, standards or other forms of innovative approaches to regulate organic farming.

3. Communication and advocacy

- 3.1 Contribute to the IFOAM EU Group publications on the area of regulation.
- 3.2 Coordinate advocacy activities towards EU regarding EC regulation 834/2007 and other regulations relevant to organic.
- 3.3 Represent the IFOAM EU Group at external events as requested.
- 3.4 Prepare and contribute to the organisation of seminars/conferences and other meetings in the area of regulation as requested.
- 3.5 Ensure good communication of regulation activities within the internal structure of the IFOAM EU Group.

PERSON SPECIFICATION

JOB TITLE: Regulation coordinator

Education & Qualifications

- Educated to higher level education or equivalent

Experience - Essential

- Experience working with standards, organic regulation 834/2007 or comparable experience
- At least two years work experience
- Fluent in English
- Experience in a variety of IT applications including Word, Excel, PowerPoint and databases

Experience - Desirable

- Experience in other non-governmental/governmental organisations related to organic production and/or standards/certification
- Knowledge about the EU political processes
- Other languages

Skills

- Good organisational/coordinating skills
- Precision, thoroughness and attention to detail
- Good verbal and written communication skills in English
- Good minute writing skills
- Strong typing skills

Personal Attributes

- An appreciation for the aims and objectives of the IFOAM EU Group and organic farming
- Able to work individually and as a part of a team
- Able to work under pressure and able to meet strict deadlines
- Stress resistant
- Flexible to adapt to special working conditions
- Enthusiastic and cheerful manner
- Good sense of humour

CONDITIONS OF EMPLOYMENT

Full time (38 hours/week) at the IFOAM EU office in Brussels. Gross salary, subject to qualifications and experience, between €23,000 and €35,000€ plus net contributions such as meal vouchers/representation allowance (ca. 300€/month) and pension schemes.

Employment period: 1 year, with the possibility of prolongation to an unlimited contract envisaged.

Start as soon as possible (April/May 2012)

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