

# European Association of Zoos and Aquaria



**Vacancy:** EU Policy Coordinator  
**Location:** Brussels  
**Deadline:** 9 July 2023

Founded in 1992, EAZA ([www.eaza.net](http://www.eaza.net)) is the world's largest regional zoo and aquarium association. Driven by our vision "*Progressive zoos and aquariums saving species together with you*", we enable the collaboration of more than 400 Members (zoos and aquariums, national zoo federations and other organisations) in 48 countries, including 25 EU Member States, in the areas of animal population management, animal care, conservation, education and research.

The day-to-day work of the Association is managed by the EAZA Executive Office (EEO), with a dedicated team of around thirty staff members. Our main office is in Amsterdam; our 3-person EU policy team (part of the Advocacy and Communication Department) is based in Brussels to represent the Association in relations with EU institutions and stakeholders.

## Job Description

We are looking for an EU Policy Coordinator to join our team in Brussels and participate in EAZA's strategic involvement in EU policy and legislation. You will coordinate the work related to the animal health and welfare policy that directly impacts the lives of animals in zoos and aquariums across Europe and beyond. You will represent EAZA with relevant authorities and stakeholders and facilitate contacts between other EAZA representatives and relevant EU bodies. You will support EAZA Members in the implementation of animal health legislation by answering specific queries and providing guidance. You will also contribute to EAZA's work in conservation policy and other areas. You will report to the Director of Advocacy and Communication and work closely with them to ensure the success of EAZA's policy work.

## Duties and Responsibilities

### Policy and legislation advocacy

- Coordinating EAZA's advocacy work related to EU animal health and welfare policy, with particular focus on the implementation of the EU Animal Health Law Regulation and related legal acts.
- Participating in advocacy work related to conservation policy and other areas as appropriate.
- Engaging with EU authorities and relevant stakeholders, and coordinating the production of statements, lobby letters and responses to public consultations in your areas of responsibility.
- Supporting EAZA Academy in development and delivery of course content in your areas of responsibility.
- Supporting the organisation of public events addressed to EU policymakers.
- Supporting EAZA Members in the understanding and implementation of EU policies.
- Supporting capacity building among EAZA Members to increase their advocacy impact, e.g., by coordinating the annual EU Study Visit to Brussels.

### EAZA operations

- Supporting achievement of actions set out in EAZA Strategic Plan, especially in relation to the action plans of the Veterinary Committee and National Associations Committee.
- Contributing to EAZA's partnership with the European Association of Zoo- and Wildlife Veterinarians.
- Participating in accreditation screenings of EAZA Members as a rapporteur.
- Contributing to communication addressed to Members and external audiences (e.g. by publishing in the monthly Member newsletter eNews, EAZA website, quarterly magazine Zooquaria, Journal of Zoo and Aquarium Research JZAR, etc.).
- Where relevant, assisting with preparation of conferences and other tasks carried out by the EEO.

## Required Qualifications and Experience

### Education

Completed higher education to a minimum of degree level or equivalent is essential, preferably in veterinary medicine or a related discipline.

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- A minimum of three years of work experience. Experience in zoo/wildlife animal health and/or animal health policy is strongly preferred.
- Good understanding of EU decision-making processes is essential. Direct work experience with EU policy is preferred.
- Good understanding of zoo and aquariums' work related to legislation in the areas of animal health, welfare, conservation is essential.
- A proven track record of working in a multidisciplinary team environment is essential.
- Experience with standard office word processing and spreadsheet packages is essential.
- Fluency in written and spoken English is essential. The ability to communicate in an additional European language is preferred.

### Other function information

- Readiness to travel is important.
- Candidates with experience of working with a membership-based association will be preferred.

### Competencies

The successful candidate should have – or be able to develop – the following personal competencies:

- **Proactive and progressive** Being forward-thinking and taking initiative within scope of responsibility. Using knowledge and experience to lead to the best result for EAZA.
- **Professional** Demonstrating reliability, consistency, transparency, inclusivity and honesty in your actions. Being fact based, accountable and maintaining confidentiality. Respecting cultural and experiential differences and positively representing EAZA.
- **Result orientated** Able to take concrete and targeted actions to meet agreed results and continuously add value for EAZA and its Members.
- **Adaptable** Adapting quickly and with agility to new, ad-hoc and emerging situations and ways of working.
- **Policy influencing skills** Ability to analyse and interpret relevant policy and legislation and propose effective solutions to influence them.
- **Representation skills** Understanding of EAZA policy and position combined with diplomacy and gravitas to speak effectively on behalf of EAZA with external parties.
- **Interpersonal skills** Able to work with a wide range of people across multiple cultures. Managing relationships with professionalism, empathy and tact.
- **Organised** Determining own goals and priorities across multiple tasks and indicating the actions, time and resources needed to achieve these goals. Keeping on track and on time to meet deadlines, even under pressure.

### Employment Conditions

The position is a 100% post, working 38 hours per week, based in Brussels. The salary offered for the role is in the range €42,000 to €43,000 gross per annum. This includes holiday pay and a 13<sup>th</sup> month salary. There is a holiday quota of 25 days a year, and a company pension is available. The contract is under Belgian law.

EAZA offers a flexible work arrangement with a mix of in-office and remote work. We provide the necessary equipment for a safe and comfortable home office setup. Occasionally, you may be required to work outside regular hours for events such as conferences.

You should be an EU national or hold an EU work permit to be eligible to apply for this role.

## **Applications**

If you are interested in the position, please send your CV and cover letter for the attention of Tomasz Rusek at [jobs@eaza.net](mailto:jobs@eaza.net) with the subject line "EU Policy Coordinator – your name". All applications received will be acknowledged by a return email. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Application deadline: 9 July 2023**, midnight (Central European Time)

The first round of interviews will take place in Brussels during the week commencing 17 July 2023.

We look forward to receiving your application!