

## REHVA is hiring a Policy and Advocacy Officer

REHVA, the leading professional Federation of European Heating, Ventilation and Air Conditioning associations represent over 120,000 HVAC designers, building services engineers, technicians and experts across 26 European Countries. REHVA is dedicated to the improvement of health, comfort, environmental impact, energy efficiency and decarbonisation in all buildings and communities. We are seeking a dynamic and experienced **Policy and Advocacy Officer**. The successful candidate will be a key player in strengthening REHVA's position as a thought leader in the field of building and HVAC systems at the European level and the coordination with actions taken at national level.

### Main tasks and responsibilities

- EU Policy Advocacy Group and Supporters Committee Secretariat:
  - Manage and coordinate the secretariat of REHVA's EU Policy Advocacy Group and Supporters Committee
  - Organise meetings, prepare agendas, and facilitate effective communication among group members on related policy topics
  - Develop and implement strategies to advance REHVA's policy positions at the EU level
  - Define a long-term advocacy strategy as well as topic related strategies in accordance with REHVA's priorities
- Cross-Committee Collaboration:
  - Work closely with all REHVA Committees, providing policy insights and support to ensure a cohesive and comprehensive approach to advocacy and policy-making
  - Contribute to define policy tasks in EU projects calls where REHVA is a partner, ensuring alignment with organizational goals and EU directives/regulations
- EU Policy Tracking and Communication:
  - Lead the EU policy tracking workstream, staying abreast of all relevant developments, and analysing potential impacts on the industry
  - Collaborate with the Communications team to disseminate information through REHVA's website, newsletter, Supporters Bulletin, REHVA EU Policy newsletter, and social media platforms
  - Ensure content is engaging, informative, and aligns with REHVA's strategic objectives
- Stakeholder Engagement and Networking:
  - Maintain strong relationships with REHVA Member Associations, informing them about EU-level developments and seeking their support to understand and influence national-level landscapes
  - Engage with EU institutions, industry stakeholders, and other relevant bodies to promote REHVA's policy positions and initiatives
  - Represent REHVA at conferences, workshops, and meetings, effectively communicating its mission and policy positions
- Supporting REHVA's Strategic Goals:

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- Play a pivotal role in influencing decision-making at both EU and national levels, particularly concerning EU directives like the Energy Performance of Buildings Directive (EPBD)
  - Provide expert advice and input into policy formulation and advocacy strategies

## Job requirements

- Bachelor's or Master's degree in Public Policy, Political Science, International Relations, or a related field
- Minimum of 3-5 years of experience in policy advocacy, preferably in a European context (a plus if focus on any of the given topics energy sector, energy efficiency, renewables, decarbonization, sustainability, digital, buildings & products etc.)
- Deep understanding of EU institutions and legislative processes, especially in areas related to building performance, energy efficiency, and sustainable development
- Excellent communication skills, both written and verbal, with proficiency in English; additional European languages are an asset
- Strong organisational and project management skills, with the ability to manage multiple tasks simultaneously
- Proactive, strategic thinker with a collaborative working style

The candidate must already have the legal right to work in Belgium.

## What we offer

A full-time 6-months fixed contract with attractive starting remuneration and benefits with the possibility of extension depending on compatibility and performance assessment.

REHVA offers an international work environment in an EU level non-profit organisation with international networking, mentoring and the possibility of professional development. You will be part of a motivated, young international team, with a strong team spirit where decisions are discussed together. The position involves some travelling. The location of work is Brussels with some days of teleworking possible.

Flexible starting date - indicative April 2024.

## Application process

Interested candidates should submit a CV and cover letter in English outlining their suitability for the role to [info@rehva.eu](mailto:info@rehva.eu) with the subject "P&A Officer"

**Interviews are organised on a rolling basis.** Early applicants may be called for interview before the application deadline. **Submit your application as soon as possible.** The deadline for application is February 29<sup>th</sup>, 2024.

More information about REHVA can be found at [www.rehva.eu](http://www.rehva.eu). Do not hesitate to contact REHVA Office via [info@rehva.eu](mailto:info@rehva.eu) in case of any questions.

*Note: REHVA is an equal opportunity employer and welcomes applications from all qualified individuals regardless of their race, gender, disability, religion/belief, sexual orientation, or age.*