



**Vacancy**

IFOAM Organics Europe Regulation  
coordinator



## Vacancy:

### About IFOAM Organics Europe

IFOAM Organics Europe is the European umbrella organisation for organic food and farming. We represent organic in European policymaking and advocate for a transformation of food and farming. Our work is based on the principles of organic agriculture – health, ecology, fairness, and care. With 200 members in 34 European countries, our work spans the entire organic food chain. The European institutions recognise IFOAM Organics Europe as the leading advocate for organic food and farming on EU policy.

### Job title: Regulation Coordinator

### Job purpose:

To coordinate efficiently and professionally all the activities of IFOAM Organics Europe related to the Organic Regulation (EU) 2018/848

*This can be an office or an in-house consultant position. If the latter, the candidate needs to be based in Europe and be able to travel to Brussels – at times at short notice. For a better connection between IFOAM OE and its members, we would encourage member organisations to consider whether someone in their staff is willing to work for a period in Brussels.*

**Interviews with the selected candidates will take place on 23<sup>rd</sup> and 26<sup>th</sup> August 2022.**

### Key tasks:

#### 1. Coordination of all the activities related to the new Organic Regulation (EU) 848/2018 (40%)

- 1.1. Coordinating internal discussions on regulation topics raised by members through the Regulation mailing list and the Task Force for the Implementation of the New EU Organic Regulation
- 1.2. Gather information, track, and analyse the political and legislative processes related to the New EU Organic Regulation.
- 1.3. Preparing input for the processes related to the new EU Organic Regulation (public consultations on secondary legislation, input ahead of the Committee on Organic Production COP and the Expert Group on Organic Production GREX)
- 1.4. Coordinate common positions and produce clear reports and papers related to the new EU Organic Regulation
- 1.5. Prepare, attend, take minutes, and follow up official meetings and events related to the new EU Organic Regulation (e.g. Civil Dialogue Group on Organic Farming).
- 1.6. Coordinate advocacy work on the new EU Organic Regulation with IFOAM Organics Europe's members and partners and, if relevant, with IFOAM Organics International secretariat.
- 1.7. Liaise with relevant partners and policymakers.
- 1.8. Be available for all the colleagues for issues related to the new EU Organic Regulation.
- 1.9. Other tasks related to the EU Organic Regulation.

#### 2. Coordination of the project Guidelines of the new EU Organic Regulation (10%)

- 2.1. Ensure appropriate project implementation by foresighted planning and organisation in cooperation with the IFOAM Organics Europe Project & Fundraising unit and the Comms unit.
- 2.2. Liaise with the IT expert and with the content consultant
- 2.3. Give members, sponsors and purchasers access to the IT tool and monitor the access regularly

### 3. Coordinating IFOAM Organics Europe Interest Groups, Expert Groups and Task Forces (25%)

3.1. Prepare, attend, take minutes, and follow up (e-)meetings, activities and events of the following IFOAM Organics Europe internal working groups:

- Regulation mailing list
- Task Force on the Implementation of the new EU Organic Regulation
- Interest Group on Organic Processing and Trade (IGOP)
- interest Group on Organic Certification and Integrity (IGOC)

3.2 Liaise with the Chairs and the Steering Committees of the abovementioned working groups.

3.3 Liaise with the coordinators of other IFOAM Organics Europe working groups for issues related to the new EU Organic Regulation.

### 4. Network with external partners and IFOAM Organics Europe members (25%)

4.1. Liaise with IFOAM Organics Europe members through relevant internal structures such as Interest Groups, Expert groups and Task Forces.

4.2. Participate to meetings with policymakers.

4.3. Organise and/or participate in public events with relevance for the Organic Regulation topics.

4.4. Present IFOAM Organics Europe's position in external events.

4.5. Implement advocacy campaigns towards EU institutions related to Organic Regulation.

4.6. Write Organic Regulation news/articles for internal media such as webpage, newsletter, activity reports, etc. and external media;

4.7. Network with partner organisations and other NGOs within the relevant fields

3.10. Organise, prepare for, attend, take minutes, and follow up meetings/phone conferences as requested

## What kind of person are we looking for?

### Education & Qualifications

- Master's degree or equivalent experience in area such as political sciences, agriculture, environment.

### Experience - Essential

- At least 3 years' experience in the organic food and farming sector
- Basic understanding of the EU Organic Regulation (EU) 2018/848
- Basic understanding of organic controls and certification
- Effective communication skills in English including verbal and written skills

### Experience – Desirable

- Experience at EU level on policy work or at national level related to the EU Organic Regulations
- Experience in organic control and certification
- Knowledge about EU institutions and EU legislative processes
- Knowledge of other languages
- Knowledge about/work experience in Non-Governmental-Organisations
- Knowledge about/work experience in the EU institutions

### Skills & Attributes

- Good organisational/coordinating skills
- Good administration skills
- Command of common IT applications including Word, Excel, PowerPoint
- Empathy with the aims and objectives of IFOAM Organics Europe
- Able to work on own initiative and as part of a multicultural team
- Able to work under pressure and to meet deadlines

- Flexible, able to adapt to new situations
- Willingness to travel within Europe
- High attention to detail & good organisational skills

### Conditions of employment

- Full time position - Monday to Friday, 38 hours/week
- Based at the IFOAM Organics Europe office in Brussels or as an inhouse consultant
- Salary between 26000.00 and 36.000 gross yearly depending on qualifications and experience
- Employment period: determined contract (renewable) with a starting date as soon as possible
- Public transport coverage from home to the office or bike km
- Home working allowance on daily base
- Hospitalisation and health insurance plan A-Z from DKV
- Meal voucher (€8/ working day with €1.09 at charge of the employee)
- €250 eco-cheque/year (prorate of the number of months worked)
- Working from abroad if employed (max 1 month per civil year)
- Holidays payment (92% of the salary in June if applicable)
- 24 days holiday per year
- Extra holiday: Christmas Break from 24th December to 31st December and the Friday after Assumption