



## Governmental Affairs Trainee

**Location:** Brussels

**Employment Type:** Full-time traineeship

**Start Date:** From January 2025 (6 months with possibility of extension)

---

### About the Global Renewables Alliance:

The Global Renewables Alliance (GRA) serves as the unified and collective voice for renewable energy on the global stage. It is a coalition comprising six prominent global industry organizations specializing in wind power (GWEC), solar power (Global Solar Council), hydropower (International Hydropower Association), geothermal energy (International Geothermal Association), long-duration energy storage (LDES Council), and green hydrogen (Green Hydrogen Organisation).

Given the global nature of the GRA, we are actively in search of a versatile candidate to join our team starting as soon as possible in 2025. We are looking for an individual with a keen eye for detail and a structured mindset. The ideal candidate will be instrumental in supporting our continuous growth and contributing significantly to our overarching goal of accelerating a secure, clean, affordable, and equitable energy transition.

---

### Responsibilities:

- **Administrative Support for Diplomacy:** Manage schedules and appointments for high-level engagements, facilitate smooth interactions with governmental and diplomatic visitors, and ensure adherence to protocol. Work directly with the head of advocacy.
- **Policy and Stakeholder Record Management:** Maintain accurate databases of governmental and diplomatic contacts, organize key records, and support the preparation of detailed reports for policy and stakeholder engagement.
- **Research and Briefing Preparation:** Conduct targeted research on governmental policies, renewable energy initiatives, and diplomatic frameworks. Draft briefing

documents and summarize key takeaways from meetings and discussions.

- **Diplomatic Engagement Coordination:** Assist in coordinating tasks and materials for governmental and diplomatic projects. Attend high-level meetings, document critical points, and collaborate with team members to support strategic objectives.
  - **Event Organization:** Aid in planning and executing events, bilateral meetings, and receptions with a focus on governmental and diplomatic audiences, ensuring professional representation and adherence to protocol.
- 

### **Requirements and Competencies:**

- Currently pursuing or recently completed a degree in a relevant field (e.g. political science, geography).
  - Strong organizational and multitasking skills.
  - Strong cultural sensitivity and ability to collaborate with individuals from varied backgrounds.
  - Proficiency in English is required, and proficiency in one of the official local languages of the Belgian government (Dutch or French) is preferred.
  - Full literacy in digital (MS Office, Google Docs)
  - Passion for renewable energy and environmental sustainability.
  - Location: Brussels (with possible move to Lisbon in coming years)
- 

### **How to Apply:**

Interested candidates should submit their resume and a brief cover letter to Louise Burrows at [louise@globalrenewablesalliance.org](mailto:louise@globalrenewablesalliance.org). Applications must be received by **20th of December 2024**.

---

### **Diversity, Equity, and Inclusion Statement**

At the **Global Renewables Alliance**, we celebrate and embrace diversity in all its forms. We believe that a wide range of perspectives strengthens our ability to drive innovation and create lasting change. We are committed to fostering an inclusive environment where everyone—regardless of race, ethnicity, gender identity, sexual orientation, age, ability, or background—feels valued, respected, and empowered to contribute to a renewable energy future.