



## **Climate Action Network Europe is looking for a Network Outreach Coordinator**

Climate Action Network Europe (CAN Europe), Europe's largest coalition working on climate and energy issue, is currently seeking a highly motivated, dynamic and results-driven staff member to support the further development of our Network. This position would be based in Brussels. The job includes strategic and operational tasks. The successful candidate will be a key team member charged with meeting our organisation's needs, mission and goals.

### **Required qualifications:**

- Minimum 2 years of work experience in the NGO sector, preferably at local or national level;
- Excellent organisational skills;
- Knowledge of policies and procedures specific to the requirements of a non-profit considered an asset;
- Values working within an international team and network across different cultures;
- Ability to network.

### **Preferred/desirable qualifications**

- Knowledge of climate change policy, programs and organisations considered an asset;
- The working language is English but another European language considered an asset.
- Knowledge of databases and other technical tools such as community platforms are considered an asset.

### **Experience, skills and abilities**

- Strong organisational and excellent communication skills;
- Ability to communicate clearly, respectfully, and warmly—both orally and in writing in English;
- Takes initiative and completes tasks;
- Proven skills in methods of organising, outreach, communication and networking;
- Ability to multitask, prioritise and manage time effectively;
- Responsible and dependable, and demonstrates confidentiality in the performance of all job functions;
- Good team player, positive attitude.

### **Main duties will include:**

- Establish regular contact and outreach to CAN Europe member organisations;
- Support the further development of our membership;

- Strategise initiatives and programmes that best meet the needs of the network membership.

#### **We offer:**

- Experience in working in the international environment
- Flexible working hours
- Gross salary for a full time equivalent between 2880EUR & 3780EUR, depending on the experience
- Trainings
- Compensation for communications and public transport costs.

This position is based in the CAN Europe secretariat, which houses our team of 20 staff members. This full time or 4/5 position is based on a Belgian open-ended contract. Please note that the title of Coordinator refers to CAN Europe's role as coordinator of our 160+ members network and not to internal management responsibilities.

**To apply**, please send a letter of motivation and CV in english to [jobs@caneurope.org](mailto:jobs@caneurope.org) with **Network Coordinator as subject line**.

The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above\*\*

Closing date for applications: **30 June 2019**

First round of Interviews (on skype) preferably between 2 and 5 July

Second round of Interviews preferably between 9 and 12 July

Expected start date: as soon as possible thereafter.

Please note that CAN Europe is also hiring for a fundraising and network support position.

#### **Contact**

Inquiries to [lionel@caneurope.org](mailto:lionel@caneurope.org)

## Job Description

<b>Position/Title</b>	<b>Network Outreach Coordinator</b>
<b>Goal of Position</b>	<b>Ensure CAN Europe’s Secretariat’s is connected well with its members (and other partners) to maximise the political effectiveness of the network – and to provide support to vital internal tasks of the Secretariat’s operation</b>
<b>Functions &amp; responsibilities</b>	<p><b>Network outreach</b></p> <ul style="list-style-type: none"> <li>▪ Lead organization of General Assemblies and capacity building sessions in Brussels and other EU member states</li> <li>▪ Setup and maintain the tools for internal communication of the network (database of members and key relevant partners, the online community and the emails lists)</li> <li>▪ Develop relationships with members and scope out areas of improvement</li> <li>▪ Coordinate with policy and communications team to support the successful implementation of campaigns across the network objectives</li> <li>▪ Support the development and implementation of a network outreach program with input from the team and relevant others</li> <li>▪ Scope out potential new members, partners and stakeholders</li> <li>▪ Participate in the execution of specific grants</li> <li>▪ Assist in the development, maintenance, and distribution of marketing material of the network and information updates to the network (including via the website) in liaison with the team</li> <li>▪ Participate in the development and perform regular evaluations of network usage and effectiveness</li> <li>▪ Provide support to other CAN Europe events and meetings and related network processes, as necessary</li> <li>▪ Attend internal and external meetings relevant to network outreach and staying on top of overall political context</li> </ul> <p><b>Fundraising and reporting</b></p> <ul style="list-style-type: none"> <li>▪ Support fundraising effort related to relevant policy dossiers and assist the development of project concepts and applications in line with CAN Europe’s fundraising strategy</li> <li>▪ Regularly report on activities undertaken in writing through the CAN Europe reporting system and against individual projects and grants as required</li> </ul>

	<p><b>Input to internal affairs</b></p> <ul style="list-style-type: none"> <li>▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required</li> <li>▪ Work on other projects as assigned by the line manager</li> </ul>
<b>Time requirements</b>	<ul style="list-style-type: none"> <li>▪ Full-time or 4/5 contract</li> </ul>

<b>% of Time</b>	<b>Main team responsibilities</b>
20	Administration and finances
10	Communication and representation
70	Coordination and outreach
100	TOTAL

<b>% of Time</b>	<b>Specific responsibilities</b>
70	Network outreach/ coordination
10	Fundraising and reporting
20	Internal affairs
100	TOTAL

<b>Supervisory responsibilities</b>	Supervise interns, as appropriate
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<b>Line management</b>	This position is managed by the Head of Network Outreach
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