



CAN Europe Job Description	
Position/Title	Climate & Energy Policy Coordinator for Turkey
Goal of Position	Support and coordinate Turkish NGOs in their efforts for a just transition away from fossil fuels, and reduce Turkey's contribution to climate change
Main function & responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> ▪ Monitor developments in relevant policy processes at all levels of Turkish policy-making and keep the Network informed on a regular basis ▪ Create and keep advocacy briefs on respective policy dossiers up to date and disseminate them to the Network on a regular basis ▪ Contribute to other internal and external communication efforts as required, in coordination with the Communications Manager ▪ Support the Network and the Europe Beyond Coal coalition by answering to specific information requests from individuals or individual groups or country coalitions, on Turkish policy and/or individual coal infrastructures in the region ▪ Provide information relevant to dossiers covered by other policy colleagues as appropriate and requested, and report back on significant developments and meeting proceedings to the team <p>Input into Turkish NGO positions, coordinate and implement strategies</p> <ul style="list-style-type: none"> ▪ Connect with NGO colleagues in Turkey and coordinate positions, develop joint strategies and a division of tasks ▪ Implement advocacy activities (meetings, events, publications, etc.) based on agreed strategies and according to the Turkey project <p>Representation and outreach</p> <ul style="list-style-type: none"> ▪ Build up a network of contacts with representatives from relevant institutions, as well as think tanks, institutes, media and relevant individual business representatives at national, European and global levels



	<ul style="list-style-type: none"> ▪ Establish and maintain contact (and a respective database) of relevant non-CAN stakeholders and scope out potential collaborators <p>Fundraising and reporting</p> <ul style="list-style-type: none"> ▪ Regularly report on activities undertaken in writing through the CAN Europe reporting system and in the scope of Turkey grants ▪ Actively seek fundraising opportunities related to relevant policy dossiers, and develop project concepts and applications in line with CAN Europe’s fundraising strategy, and in coordination with the admin team, the network team and with the approval of the Director ▪ Provide input to other fundraising and reporting activities as required <p>Input to internal affairs</p> <ul style="list-style-type: none"> ▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required ▪ Support the preparation and implementation of joint events and network efforts such as the General Assemblies as required ▪ Serve as back-up for specific policy issues in cases of longer absence of other policy colleagues (on the basis of arrangements with the Director and other policy colleagues)
Time requirements	Full time or 4/5 work time
Supervisory responsibilities	Line management of the Climate & Energy Policy Officer
Line management	This position is line-managed by the Director
% of Time	Main team responsibilities
10	Administration and finances
20	Management and planning
20	Communication and representation
20	Capacity and outreach
30	Policy work and coordination
100	TOTAL



% of Time	Specific responsibilities
20	Policy monitoring
30	Turkish NGO positions & strategies
20	Representation
20	Fundraising and reporting
10	Internal affairs
100	TOTAL