



CAN Europe job description

Position/Title	<b>Communication coordinator (energy team - gas)</b>
Goal	<b>Responsible for external communication (press, public, and relevant stakeholders), develop narratives, develop and implement a communication strategy, inspire and support members and partners to use these narratives and communication strategy, increase public awareness on the threats of fossil gas in the energy transition.</b>
Functions & Responsibilities	<p><b>Build a communications plan, common narrative and network:</b></p> <ul style="list-style-type: none"> <li>● Identify, map and maintain close cooperation with a different range of actors: communicators, journalists, NGOs, EU staff.</li> <li>● Lead on developing a common narrative on energy transition (with a focus on fossil gas phase-out)</li> <li>● Mobilise the built network towards working on a common narrative around energy transition (with a focus on fossil gas phase-out)</li> <li>● Promote and ensure the use of the agreed narrative in all relevant communication</li> <li>● Work on maximising its dissemination and impact on the public understanding</li> <li>● Actively participate in meetings and activities with partner organisations (e.g. Green 10)</li> <li>● Coordinate communications activities with the wider CAN network (i.e., participation in the CAN Comms working group)</li> <li>● Maintain and update the CAN Europe communications list</li> </ul> <p><b>Communication and editorial</b></p> <ul style="list-style-type: none"> <li>● Develop and implement a communication strategy</li> <li>● Ensure CAN Europe visibility and reputation as the leading European climate network</li> <li>● Apply high editorial standards of all CAN Europe publications and other products (written and visual)</li> <li>● Liaise with consultants to coordinate production, printing and delivery of CAN Europe's publications and campaign materials</li> <li>● Keep track of publications and their performance</li> <li>● Assist, as required, with the organisation and management of press briefings, conferences and other CAN Europe events</li> <li>● Contribute to relevant reporting and fundraising efforts, including all aspects of producing the annual report</li> <li>● Lead on all public facing campaigning work (i.e., publicity stunts) in direct coordination with the involved policy officer</li> </ul>

	<p><b>Digital Communication</b></p> <ul style="list-style-type: none"> <li>● Update website content using WordPress CMS, including: uploading documents, posts, graphs; commissioning, creation and editing of web content</li> <li>● Monitoring website traffic</li> <li>● Maintain and regularly update our social media channels: Twitter, Facebook, LinkedIn, Youtube</li> <li>● Coordinate work with external web and IT consultants</li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li>● Write, edit and disseminate press releases and other communication products</li> <li>● Respond to media enquiries and build contact with journalists</li> <li>● Monitor and evaluate CAN Europe’s media coverage</li> <li>● Update press contact lists database</li> <li>● Provide support and advice to colleagues on how to address media requests</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> <li>● Prepare, present and moderate during communications-related sessions at the CAN Europe General Assembly (2x/year)</li> </ul>
Line management	This position is line managed by the head of Communication
Time requirements	Full time contract Indication on split between areas and responsibilities below
% of Time	Main team responsibilities
5	Administration and finances
20	Planning
75	Communication and network
0	Capacity and outreach
0	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
22,5	Network & common narrative
22,5	Communication & Editorial
22,5	Digital communication
22,5	Media
10	Internal affairs
100	TOTAL