



CAN Europe job description

Position/Title	<b>Climate Policy Coordinator</b>
Goal	<b>Inform, coordinate and represent CAN Europe members on climate policy developments in Europe in general and more specifically on the EU's climate policy architecture, with a special focus on the EU Effort Sharing Regulation</b>
Functions & Responsibilities	<p><b>Policy process monitoring and dissemination</b></p> <ul style="list-style-type: none"> <li>• Gather intelligence and follow EU climate policy development, in particular on the Effort Sharing Regulation (ESR);</li> <li>• Support advocacy and outreach on the ESR towards the European Commission, the European Parliament and EU Member States;</li> <li>• Keep track and support members outside the EU on climate policy developments in Europe;</li> <li>• Develop briefings and papers for policy makers and contribute to communication material.</li> </ul> <p><b>Coordination of network positions and strategies</b></p> <ul style="list-style-type: none"> <li>• Support in the coordination of position development, advocacy and communication of the CAN Europe network in Brussels and in capitals;</li> <li>• Provide regular updates to the network, set up webinars, strategy calls and workshops to inform and discuss with members the strategies to be pursued and to coordinate on concrete joint activities.</li> </ul> <p><b>Representation and outreach</b></p> <ul style="list-style-type: none"> <li>• Represent the network towards the EU institutions in Brussels: Commission, Parliament, Permanent representations;</li> <li>• Coordinate and support the work on EU climate policy and the ESR towards other stakeholders (NGOs, think tanks, movements, trade unions, local authorities, progressive businesses, funders, ...).</li> </ul> <p><b>Fundraising and reporting</b></p> <ul style="list-style-type: none"> <li>• Contribute to fundraising efforts related to relevant policy dossiers</li> <li>• Regularly report on activities through the CAN Europe reporting system and for individual projects and grants as required</li> </ul> <p><b>Support the climate team and broader secretariat of CAN Europe</b></p> <ul style="list-style-type: none"> <li>• Participate in ensuring the functioning of CAN Europe's Climate team;</li> <li>• Support overall policy and other activities and objectives of the CAN Europe secretariat, such as the General Assemblies.</li> </ul>
Line management	This position is line managed by the Director

Time requirements	Full time undetermined contract (an 80% contract is also possible if preferred)
<b>% of Time</b>	<b>Main responsibilities</b>
10	Administration and Finances
10	Management & planning
30	Communication and representation
20	Capacity and outreach
30	Policy work and coordination
100	TOTAL
<b>% of Time</b>	<b>Specific responsibilities</b>
20	Policy monitoring
30	Coordination
30	Representation
10	Fundraising and reporting
10	Internal affairs
100	TOTAL