



CAN Europe Job description

Position	International Climate Policy Coordinator
Goal of Position	Inform, coordinate with and represent the members of CAN Europe on issues related to the role of Europe in the international climate negotiations and other relevant international processes
Main Functions & Responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> • Gather intelligence and follow European position development, in particular in relation to the international climate negotiations, and climate diplomacy; • Support advocacy and outreach on the international climate negotiations towards the European Commission, the European Parliament, EU Member States and other European countries; • Keep track and support members outside the EU on policy developments regarding the international climate negotiations and other relevant international processes; • Contribute to preparation of briefings and papers for policy makers. <p>Coordination of network positions and strategies</p> <ul style="list-style-type: none"> • Support in the coordination of position development, advocacy and communication of the CAN Europe network towards the international climate negotiations; • Provide regular updates to the network, set up webinars, strategy calls and workshop to inform and discuss with members the strategies to be pursued. <p>Representation and outreach</p> <ul style="list-style-type: none"> • Represent the network towards the EU institutions in Brussels, Member States and other European countries; • Participate, represent and coordinate the CAN Europe Network at UNFCCC (and other relevant) meetings; • Represent the CAN Europe Network in relevant meetings and discussions of the CAN International Network; • Coordinate and support the work on the international climate negotiations towards other stakeholders (NGOs, think tanks, movements, trade unions, local authorities, progressive businesses, funders, ...). <p>Fundraising and reporting</p> <ul style="list-style-type: none"> • Contribute to fundraising efforts related to relevant policy dossiers • Regularly report on activities through the CAN Europe reporting system and for individual projects and grants as required <p>Support the climate team and broader secretariat of CAN Europe</p> <ul style="list-style-type: none"> • Participate in ensuring the functioning of CAN Europe's International

	Climate team; <ul style="list-style-type: none"> Support activities and objectives of the CAN Europe secretariat, such as the General Assemblies.
Supervisory responsibilities	Support interns, as appropriate
Line management	This position is line managed by the Director
Time requirements	This is a part-time position (50-60%)
% of Time	Main responsibilities
5	Administration and Finances
5	Management & planning
15	Communication and representation
10	Capacity and outreach
15	Policy work and coordination
50	TOTAL
% of Time	Specific responsibilities
10	Policy monitoring
15	Coordination
15	Representation
5	Fundraising and reporting
5	Internal affairs
50	TOTAL