



**Vacancy Announcement Coal Policy Officer
(based in Central Eastern Europe)
50% open-ended contract**

Climate Action Network Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a highly motivated and dynamic Coal Policy Officer for Central Eastern Europe to join our team. He or she will be based in the Eastern European region, but will travel regularly to Brussels. S/he will support our Coal Policy Coordinator in day to day work and collaborate with the Coal team of CAN Europe and Europe Beyond Coal campaign. Specific responsibilities are outlined in the attached job description. This is a junior position within the organization.

Required qualifications:

- Relevant education, training or experience (Law, Environment, Energy, Social or Political Science, Engineering)
- Good Organisational skills
- Research skills, team-working, communication skills, flexibility, and reliability
- Willingness to travel within Europe
- Values working within an international team and network across different cultures
- Management of multiple tasks
- Computer skills (Microsoft office, google tools)
- Fluent written and spoken English

Preferred/desirable qualifications:

- Relevant professional or voluntary experience within National, European or International NGOs
- Experience in policy advocating and campaigning
- Knowledge on climate policies, energy issues or EU policies will be an asset

We offer:

- Unique insight into the EU policy making and real influence in moving Europe beyond coal.
- Experience in working in the international environment
- Competitive salary within the sector
- Flexible working hours
- Trainings
- Compensation for communications and public transport costs.

This position is based within Central Eastern Europe (Poland, Czech Republic, Bulgaria, Romania, Slovakia or Hungary). S/He can work from home, or an office space at one of our member organization can be discussed. S/he will regularly travel to the CAN Europe office in Brussels (Belgium). This position is based on an open-ended contract (50% work time).

To apply, please send a letter of motivation and CV in English jobs@caneurope.org



** 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 for the job requirements detailed above **

Closing date for applications: Wednesday 26 June by Midnight.

(Skype) Job interviews ideally between 1 & 5 July 2019

Expected start date: 1 September 2019

Contact

Phone inquiries to Joanna Flisowska or joanna@caneurope.org.

CAN Europe Job Description

Position/Title	Coal Policy Officer
Goal of Position	Support to the work led by the Coal Policy Coordinator
Main functions & responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> · Gather intelligence and follow up EU policy and coal energy sector development and positions of EU member states · Support the Coal Policy Coordinator in advocacy and outreach (scheduling meetings, preparing information packs etc.) · Carry out research work · Contribute to preparation of briefings and papers for policy makers · Supports the day to day work of the Coal Policy Coordinator <p>Support in coordination of network positions and strategies</p> <ul style="list-style-type: none"> · Support in the production of regular updates for the network and the website <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>Input to internal affairs</p> <ul style="list-style-type: none"> · Supports the day to day operations of the coal team · 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 coal policy colleagues (on the basis of arrangements with the Director and other policy colleagues)

Time	50%
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requirements	Indication on split between areas and responsibilities below
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% of Time	Main team responsibilities
5	Administration and finances
5	Management and planning
40	Policy work
50	TOTAL

% of Time	Specific responsibilities
25	Policy monitoring
5	Representation
5	Fundraising and reporting
15	Internal affairs
50	TOTAL

Supervisory responsibilities	Not applicable
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Line management	This position is managed by the Coal Policy Coordinator
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