



## Job Description

<b>Position/Title</b>	<b>Network Development Coordinator</b>
<b>Goal of Position</b>	<p><b>Ensure CAN Europe’s Secretariat’s is connected well with its members (and other partners) to maximise the political effectiveness of the Network – and to provide support to vital internal tasks of the Secretariat’s operation</b></p>
<b>Functions &amp; responsibilities</b>	<p><b>Network Development</b></p> <ul style="list-style-type: none"> <li>▪ Lead the organisation of our two annual General Assemblies</li> <li>▪ Support the delivery of capacity building sessions online, in Brussels, and in relevant European countries</li> <li>▪ Maintain and develop the tools for internal and external communication of the Network (database of members and key relevant partners, the online community and the emails lists)</li> <li>▪ Develop and strengthen relationships with members and scope out areas of improvement</li> <li>▪ Coordinate with policy and communications teams to support the successful implementation of campaigns and achievement of policy goals</li> <li>▪ Support the development and implementation of a Network development plan for improving the functioning and delivery of Network integration</li> <li>▪ Scope out potential new members, partners and stakeholders</li> <li>▪ Participate in the execution of specific grants and projects</li> <li>▪ Assist in the development, maintenance, and distribution of material from the Network and information updates to the Network (including via the website) in liaison with the team</li> <li>▪ Participate in the development and perform regular evaluations of Network usage and effectiveness</li> <li>▪ Provide support to other CAN Europe events and meetings and related Network processes</li> <li>▪ Attend internal and external meetings relevant to development of the Network and staying on top of overall political context</li> </ul>

	<p><b>Fundraising and Reporting</b></p> <ul style="list-style-type: none"> <li>▪ Support fundraising efforts related to relevant policy dossiers and assist the development of project concepts and applications in line with CAN Europe’s fundraising strategy</li> <li>▪ Regularly report on activities undertaken in writing through the CAN Europe reporting system and against individual projects and grants as required</li> </ul> <p><b>Internal Duties</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> </ul>
<b>Time requirements</b>	<ul style="list-style-type: none"> <li>▪ 4/5 contract</li> </ul>

<b>% of Time</b>	<b>Main team responsibilities</b>
10	Administration and finances
10	Communication and representation
60	Coordination and outreach
80	TOTAL

<b>% of Time</b>	<b>Specific responsibilities</b>
60	Network development
10	Fundraising and reporting
10	Internal duties
80	TOTAL

<b>Supervisory responsibilities</b>	Supervise interns, as appropriate
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<b>Line management</b>	This position is managed by the Head of Network Development
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