



Job description

Position/Title	EU Climate & Energy Policy Coordinator
Goal of Position	Inform, coordinate with and represent the members of CAN Europe on relevant policy issues
Main Functions & Responsibilities	<p>Policy process monitoring and dissemination :</p> <ul style="list-style-type: none"> ▪ Gather intelligence and follow up EU policy development and positions of EU member states ▪ Support advocacy and outreach on specific climate and energy issues ▪ Coordinate research work ▪ 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 Brussels and non-Brussels based CAN Europe members ▪ Produce regular updates for the network and the website ▪ Engage in support for advocacy work on CAN Europe's broader political strategy as required <p>Representation and outreach :</p> <ul style="list-style-type: none"> ▪ Represent the network and do advocacy and lobby work targeted towards the European institutions on climate and energy policy issues. <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 ▪ Provide input to other fundraising and reporting activities as required <p>Input to internal affairs:</p> <ul style="list-style-type: none"> ▪ 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 policy colleagues (on the basis of arrangements with the Director and other policy colleagues)

	<p>Policy Issues covered:</p> <ul style="list-style-type: none">▪ EU climate policies▪ EU climate and energy governance▪ EU energy Policies
Time requirements	<ul style="list-style-type: none">▪ Full-time or 4/5
Supervisory responsibilities	N/A