



Job Description

Position/Title	Climate and Energy Policy Coordinator for South East Europe
Goal of Position	Support and cooperate with NGOs in South East Europe with their <i>Europe beyond coal campaign</i> efforts through EU climate & energy policy focused advocacy work
Main functions & responsibilities	<p>The below functions and responsibilities are specific to using the EU policy angle for advancing coal campaign goals in the South East Europe (SEE) region.</p> <p>See grant for specific goals and tasks. In general:</p> <p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> · Monitor developments in relevant policy processes at all levels of EU policy-making and keep the network informed on a regular basis · Create and keep advocacy briefs on respective policy dossiers up to date and disseminate them to the network on a regular basis · Contribute to other internal and external communication efforts as required, in coordination with the Communications Manager · Support the network by answering to specific information requests from individuals or individual groups or country coalition, on EU policy and/or in support of individual coal cases in the region · Provide information relevant to dossiers covered by other policy colleagues as appropriate and requested and report back on significant developments and meeting proceedings to the team.
	<p>Development of network positions, coordinate and implement strategies</p> <ul style="list-style-type: none"> · Connect with NGO colleagues in the SEE region and in Brussels and coordinate positions, develop joint strategies and a division of tasks · Implement advocacy activities (meetings, events, publications, etc.) based on agreed strategies and according to the SEE project <p>Representation and outreach</p> <ul style="list-style-type: none"> · Build up a network of contacts with representatives from EU institutions and in the SEE region, as well as think tanks, institutes, media and relevant individual business representatives · Actively seek opportunities for participation in external events as observer, discussant or speaker · Establish and maintain contact with national CAN members working on related policy issues and processes · Establish and maintain contact (and a respective database) of relevant non-CAN stakeholders and scope out potential collaborators

	<p>Fundraising and reporting</p> <ul style="list-style-type: none"> · Regularly report on activities undertaken in writing through the CAN-Europe reporting system and against the SEE grant · Actively seek fundraising opportunities related to relevant policy dossiers and develop project concepts and applications in line with CAN-Europe's fundraising strategy and in coordination with and with the approval of the Director · 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 Accession · Energy Community Treaty · Energy & Climate policy dossiers are relevant for the SEE & coal work (2030 package, IED, RES, EED etc)

Time requirements	100% position Indication on split between areas and responsibilities below
Supervisory responsibilities	None
% of Time	Main responsibilities
5	Fundraising and reporting
5	Management and planning
15	Administration, finances and internal affairs
15	Communication and representation
25	Network and outreach
35	Policy work and Strategy development
100	TOTAL