



## Job description

<b>Position/Title</b>	<b>Energy Savings Policy Coordinator</b>
<b>Goal of Position</b>	<b>Inform, coordinate with and represent the members of CAN Europe on policy issues related to energy efficiency and energy savings</b>
<b>Main Functions &amp; Responsibilities</b>	<p><b>Policy process monitoring and dissemination :</b></p> <ul style="list-style-type: none"> <li>▪ Support member organisations and become the interface between members and the European institutions on the development of the EU energy efficiency policy framework</li> <li>▪ Gather intelligence on and follow up of policy developments in the field of energy efficiency and energy savings, in the EU, EU Member states, and other European countries</li> <li>▪ Support advocacy and outreach on specific issues and policies related to energy efficiency and energy savings and broader relevant climate and energy issues</li> <li>▪ Coordinate research work</li> <li>▪ Contribute to preparation of briefings and papers for policy makers</li> </ul> <p><b>Coordination of network positions and strategies :</b></p> <ul style="list-style-type: none"> <li>▪ Support in the coordination of CAN Europe members</li> <li>▪ Produce regular updates for the network and the website</li> <li>▪ Engage in support for advocacy work on CAN Europe’s broader political strategy as required</li> </ul> <p><b>Representation and outreach :</b></p> <ul style="list-style-type: none"> <li>▪ Represent the network and do advocacy and lobby work targeted towards the European institutions on the adoption and implementation of ambitious energy efficiency legislation at the EU level.</li> <li>▪ Engage with relevant stakeholders such as research institutes, think tanks, the private sector and local authorities</li> </ul> <p><b>Fundraising and reporting :</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to fundraising efforts related to relevant policy files</li> <li>▪ Regularly report on activities through the CAN Europe reporting system and for individual projects and grants as required</li> <li>▪ Provide input to other fundraising and reporting activities as required</li> </ul> <p><b>Input to internal affairs:</b></p> <ul style="list-style-type: none"> <li>▪ Participate in team-wide processes and matters relevant to the</li> </ul>

	<p>organisation as a whole as required</p> <ul style="list-style-type: none"> <li>▪ Support the preparation and implementation of joint events and network efforts such as the General Assemblies as required</li> <li>▪ 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)</li> </ul>
<b>Time requirements</b>	Full-time or 4/5
<b>Supervisory responsibilities</b>	N/A
<b>% of Time</b>	<b>Main team responsibilities</b>
10	Administration and finances
10	Management and planning
20	Communication and representation
20	Capacity and outreach
40	Policy work and coordination
100%	TOTAL
<b>% of Time</b>	<b>Specific responsibilities</b>
30	Policy monitoring
30	Coordination
20	Representation
10	Fundraising and reporting
10	Internal affairs
100%	TOTAL