



Job description

Position/Title	Gas Policy Officer
Goal of Position	Support the Gas Policy Coordinator in informing, coordinating with and representing the members of CAN Europe on relevant gas-related policy issues
Main Functions & Responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> ▪ Support the Gas team in Developing demands and messages on specific gas related topics targeting EU policy makers. ▪ Develop and coordinate joint advocacy tools (briefings, letters, position papers, reports, media products etc) with Brussels based NGO's. ▪ Coordinate advocacy and media tools with Gas Policy Coordinator, Communications Coordinator and Network Coordinators. ▪ Specific topics include methane, TEN E, revision of REDII, CHA, gas package. <p>Coordination of network positions and strategies</p> <ul style="list-style-type: none"> ▪ Produce regular updates and materials for the network and the website. ▪ Assist the Gas Policy Coordinator in Building up regular exchange with active members on the topics while expanding working relationships with others. ▪ Identify moments where members' outreach to EU policy makers will be most effective. ▪ Focus on CEE members. <p>Representation and outreach</p> <ul style="list-style-type: none"> ▪ Develop network with EU policy makers, media, NGOs, friendly industry, consumer organisations, trade unions, youth groups, other NGOs, cities, think tanks.. <p>Fundraising and reporting :</p> <ul style="list-style-type: none"> ▪ Contribute to fundraising efforts related to relevant policy files. ▪ Regularly report on activities through the CAN Europe reporting system. ▪ Provide input to other fundraising and reporting activities.

	<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.
Supervisory responsibilities	/
Line management	This position is line managed by the EU Gas Policy Coordinator
Time requirements	Full time (5 or 4 days a week)
% of Time	Main team responsibilities
5	Administration and finances
5	Management and planning
20	Communication and representation
20	Capacity and outreach
30	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
30	Policy monitoring
30	Coordination
20	Representation
10	Fundraising and reporting
10	Internal affairs
100	TOTAL