

<p>Position/Title</p>	<p>Coal Policy Officer</p>
<p>Goal of Position</p>	<p>Support to the work led by the Coal Policy Coordinator and Energy Transition team’s work in coal regions, with a special focus on multi-stakeholder cooperation in CEE region</p>
<p>Main functions & responsibilities</p>	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> · Gather intelligence and follow up EU policy and coal energy sector development and positions of EU member states · Support the Coal Policy Coordinator in advocacy and outreach (scheduling meetings, preparing information packs etc.) · Carry out research work especially on fossil fuel subsidies in coal regions and Just Transformation · Contribute to preparation of briefings and papers for policy makers · Support the day to day work of the Coal Policy Coordinator <p>Support in the coordination of network positions and strategies</p> <ul style="list-style-type: none"> · Support in the production of regular updates for the network and the website <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 <p>Input to internal affairs</p> <ul style="list-style-type: none"> · Support the day to day operations of the coal team · 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 · Serve as back-up for specific policy issues in cases of longer absence of other coal policy/network colleagues (on the basis of arrangements with the Director and other policy colleagues) <p>Implementation of the multi-stakeholder and networking cooperation processes</p> <ul style="list-style-type: none"> ● Organise internal events and external meetings and workshops with EU stakeholders, incl. outreach and networking -with a focus on energy transition in the CEE region, help support the CSOs’ coordination and their involvement into the European debates and policy making processes ● Conduct regular communication with national and regional actors to provide an update and exchange on the relevant policy



	developments at the EU level and nationally <ul style="list-style-type: none"> • Support the coordination of production, dissemination, and communication of publications • Contribute to the project reporting
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Time requirements	100% (eventually 80%) Indication on split between areas and responsibilities below
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% of Time	Specific responsibilities
30	Policy and advocacy work
20	Network and outreach
10	Fundraising and reporting
10	Internal affairs, management, planning
30	Multi-stakeholder and membership cooperation processes
100	TOTAL

Supervisory responsibilities	Not applicable
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Line management	This position is managed by the Coal Policy Coordinator
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