



JOB DESCRIPTION

DIRECTOR

Goal of Position	The Director oversees and leads the organisational development of the CAN Europe Network, the CAN Europe secretariat and its management, with a view in particular to increasing the network's diversity and impact; provides strategic guidance to CAN Europe's communications, advocacy and campaign work; and represents CAN Europe to, among others, decision-makers, funders, and other stakeholders.
Major Functions	<p>Organisational Development and Management</p> <ul style="list-style-type: none"> • Provide guidance to the organisation's human resource policy with a focus on staff wellbeing and safeguarding issues; • Line management responsibilities of the Secretariat's leadership team, with a view to staff wellbeing and career development, including provision of pastoral support, setting priorities, identifying development needs and opportunities for career progression, and ensuring regular evaluations; • Hiring of all staff; • Coordinate the further development of the secretariat's teams and structures with a focus on significantly increasing diversity; • Coordinate the assessment and adaptation of all internal procedures and rules; • Monitor and ensure the implementation of all rules and procedures; • Provide strategic guidance towards the fundraising strategy overall, specific fundraising efforts and reporting; • Provide strategic guidance towards the financial management of the organisation and oversee implementation of all financial rules and procedures; • Provide strategic guidance for the development of the office(s) and ensure transformational management reflecting adequately a continuously changing role of the CAN network and the secretariat and its priorities within a whole of society approach to prevent dangerous climate change and ensure climate justice; • Responsible for overall budget (currently about 5 million Euro). <p>Network Development</p> <ul style="list-style-type: none"> • Provide strategic guidance to the Secretariat on network development, with a strong focus on increasing the diversity of the network, and what it means to be a member-driven Network; • Support the development of the Network and the empowerment of the Network's members with an inclusive approach; • Coordinate the organisation of meetings and prepare the meetings of the General Assembly and the Board of Directors;

	<ul style="list-style-type: none"> • First point of contact for all members with regards to any high-level issue that needs to be addressed; • Ensure a well-functioning communication framework between the CAN Europe network members and the CAN Europe Secretariat; • Ensuring CAN Europe is an effective and well represented regional node within the CAN International family. <p>Strategic Guidance</p> <ul style="list-style-type: none"> • Oversee the development of CAN Europe's vision, based on principles of science-based climate action and intersectional social justice; • Provide strategic guidance to CAN Europe's advocacy, campaign and communication strategies; • Oversee overall strategy development and facilitate Network-wide agreement on CAN Europe's basic strategies with an inclusive approach; • Support the development of specific Network wide advocacy, campaign and communications strategies; • Provide strategic guidance to staff on content-related questions and/or identify channels through which such content-related advice could be given; • Lead the strategy on cooperation and collaboration with non CAN members and external partners, as other NGO, business partners, trade unions etc. <p>Representation</p> <ul style="list-style-type: none"> • High-level representation to funders; • High-level representation to decision-makers; • Act as a spokesperson to media; • Represent the network at high-level meetings and events; • Maintain and expand a network of relevant strategic contacts; • First point of contact for CAN International; • Represent CAN Europe in the EBC Steering Committee.
% of Time	Main Responsibilities
50%	Management and Organisational Development
20%	Network Development
20%	Strategic Guidance
10%	Representation
100 %	TOTAL
Supervisory responsibilities	Supervise the deputy Director, the Network, Communications and Administration Team Leaders and 5 to 10 Policy Coordinators in the Climate and Horizontal team. Overall responsibility for all staff members (currently some 40 people).
Accountable to	The Board of Directors