



## CAN Europe Job description

<b>Position/Title</b>	Communications Coordinator
<b>Goal of Position</b>	Responsible for external communications (press, public, and relevant stakeholders) and for developing and implementing the communication strategy working as a member of the communication team.
<b>Functions &amp; Responsibilities</b>	<p><b>Communications and Editorial</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for ensuring CAN Europe communications maintain our profile as the leading European climate network.</li> <li>▪ Responsible for communications plans in key policy moments while supporting the development of narratives.</li> <li>▪ Responsible for ensuring high editorial standards of all CAN Europe publications and other products (written and visual);</li> <li>▪ Cataloguing and maintaining CAN Europe’s publications;</li> <li>▪ Assisting, as required, with the organisation and management of press briefings, conferences and other CAN Europe events;</li> <li>▪ Contribute to relevant reporting and fundraising efforts, including all aspects of producing the annual report;</li> <li>▪ Liaising with consultants and external providers to ensure high quality delivery of communications products for CAN Europe;</li> <li>▪ Leading on all public facing campaigning work (i.e., publicity stunts) in direct coordination with the involved policy officer.</li> </ul> <p><b>Digital Communications and IT</b></p> <ul style="list-style-type: none"> <li>▪ Updating website content using wordpress, including; uploading documents; commissioning, creation and editing of web content;</li> <li>▪ Maintaining and regularly updating our social media channels and supporting the development of social media strategies;</li> <li>▪ Monitoring and reporting website traffic and social media performance;</li> <li>▪ Managing work with external web and IT consultants.</li> </ul> <p><b>Media and Press</b></p> <ul style="list-style-type: none"> <li>▪ Writing, editing and dissemination of press releases;</li> <li>▪ Responding to media enquiries and building contact with journalists;</li> <li>▪ Maintaining CAN Europe’s media profile and ensuring adequate coverage ;</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Cataloguing and maintaining CAN Europe’s media coverage;</li> <li>▪ Updating press contacts database;</li> <li>▪ Ensuring relevant staff are prepared and trained for dealing with the media.</li> </ul> <p><b>Network</b></p> <ul style="list-style-type: none"> <li>▪ Responsible for coordination of communications activities with the wider CAN network (i.e., participation in the CAN Comms working group);</li> <li>▪ Maintaining and updating the CAN Europe communications list;</li> <li>▪ Participating in meetings and activities with partner organisations (e.g. Green 10, Coalition for Energy Savings), when necessary;</li> <li>▪ Preparing, presenting and moderating communications-related sessions at the CAN Europe General Assembly (2x/year)</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 organisation as a whole as required;</li> <li>▪ Work on other projects as assigned by the line manager.</li> </ul>
<b>Supervisory responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Liaising with external contractors (IT, website, editing, etc.)</li> <li>▪ Supervise support staff as appropriate</li> </ul>
<b>Line management</b>	This position is line managed by the head of Communication
<b>Time requirements</b>	Full or 4/5 (Indication on split between areas and responsibilities below)
<b>% of Time</b>	Main team responsibilities
<b>0</b>	Administration and finances
<b>20</b>	Planning
<b>75</b>	Communication and network
<b>0</b>	Capacity and outreach
<b>5</b>	Policy work and coordination
<b>100</b>	TOTAL
<b>% of Time</b>	Specific responsibilities
<b>22,5</b>	Communication & Editorial
<b>22,5</b>	Digital & IT
<b>22,5</b>	Media & press
<b>22,5</b>	Network
<b>10</b>	Internal affairs
<b>100</b>	TOTAL