



Job description

Position/Title	Climate Governance and Human Rights Policy Coordinator
Goal of Position	Inform, advocate, coordinate with and represent the members of CAN Europe on relevant policy issues
Main Functions & Responsibilities	<p>Policy process monitoring and dissemination:</p> <ul style="list-style-type: none"> ▪ Support member organisations and become the interface between members and the European institutions on the development of EU policies related to improving climate governance, including access to justice, climate laws and climate litigation; ▪ Gather intelligence on and follow up of EU policy developments and positions of EU member states; ▪ Develop advocacy strategies and NGOs positions ▪ Undertake and support advocacy and outreach on specific issues related to climate governance and broader relevant climate issues; ▪ Coordinate research work; ▪ Contribute to preparation of briefings and papers for policy makers. ▪ Engage with relevant stakeholders such as research institutes, think tanks, lawyers, academics, the private sector, youth groups, authorities and actors <p>Coordination of network positions and strategies:</p> <ul style="list-style-type: none"> ▪ Support in the coordination of CAN Europe members; ▪ Produce regular updates for the network and the website; ▪ Engage in support for advocacy work on CAN Europe's broader political strategy as required. <p>Representation and outreach:</p> <ul style="list-style-type: none"> ▪ Represent the network and do advocacy work targeted towards the European institutions on policy issues related to climate governance <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 and for individual projects and grants as required; ▪ Provide input to other fundraising and reporting activities as required.



	<p>Input to internal affairs:</p> <p>Participate in team-wide processes and matters relevant to the organisation as a whole as required;</p> <p>Support the preparation and implementation of joint events and network efforts such as the General Assemblies as required;</p> <p>Input where necessary to CAN Europe's other policy files/projects and create an open exchange of materials</p> <p>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).</p>
Supervisory responsibilities	Support interns, as appropriate
Line management	This position is line managed by the Director
Time requirements	Full-time or 4/5 Indication on split between areas and responsibilities below
% of Time	Main team responsibilities
10	Administration and finances
10	Management and planning
20	Communication and representation
20	Capacity and outreach
40	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
20	Policy monitoring
35	Coordination
25	Representation
10	Fundraising and reporting
10	Internal affairs
100	TOTAL