



Job Description

Position/Title	Network Development Coordinator
Goal of Position	Ensure CAN Europe’s Secretariat’s is connected well with its members (and other partners) to maximise the political effectiveness of the Network – and to provide support to vital internal tasks of the Secretariat’s operation
Functions & responsibilities	<p>Network Development</p> <ul style="list-style-type: none"> ▪ Lead the organisation of our two annual General Assemblies ▪ Support the delivery of capacity building sessions online, in Brussels, and in relevant European countries ▪ Maintain and develop the tools for internal and external communication of the Network (database of members and key relevant partners, the Member Platform and the emails lists) ▪ Develop and strengthen relationships with members and scope out areas of improvement ▪ Develop strategic proposals to strengthen and expand the Network, as well as its alliances, including scoping of potential new members, partners and stakeholders ▪ Support the development and implementation of a Network development plan for improving the functioning and delivery of Network integration ▪ Coordinate with policy and communications teams to support the successful implementation of campaigns and achievement of policy goals ▪ Develop initiatives to improve the Network Team operation inside the staff ▪ Participate in the execution of specific grants and projects ▪ Assist in the development, maintenance, and distribution of material from the Network and information updates to the Network (including via the website) in liaison with the team

	<ul style="list-style-type: none"> ▪ Participate in the development and perform regular evaluations of Network usage and effectiveness ▪ Provide support to other CAN Europe events and meetings and related Network processes ▪ Attend internal and external meetings relevant to development of the Network and staying on top of overall political context <p>Fundraising and Reporting</p> <ul style="list-style-type: none"> ▪ Support fundraising efforts related to relevant policy dossiers and assist the development of project concepts and applications in line with CAN Europe’s fundraising strategy ▪ Regularly report on activities undertaken in writing through the CAN Europe reporting system and against individual projects and grants as required <p>Internal Duties</p> <ul style="list-style-type: none"> ▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required ▪ Work on other projects as assigned by the line manager
Time requirements	*Full-time position with the option for a 4/5 contract

% of Time	Main team responsibilities
10	Administration and finances
10	Communication and representation
80	Coordination and outreach
80	TOTAL

% of Time	Specific responsibilities
80	Network development
10	Fundraising and reporting
10	Internal duties
80	TOTAL

Supervisory responsibilities	Supervise interns, as appropriate
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Line management	This position is managed by the Head of Network Development
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