



Job description

Position/Title	Energy Scenarios Project Manager
Goal of Position	Manage a project that relates to energy scenario building and help to increase CAN Europe members' capacity in assessing European energy infrastructure. Coordinate the further elaboration of our Paris Agreement Compatible (PAC) energy scenario, including through deriving national PAC scenario findings and recommendations for energy infrastructure.
Main Functions & Responsibilities	<p>Project management and implementation</p> <ul style="list-style-type: none"> ▪ Oversee daily management of the project, e.g. coordinate activities within the work packages of the project, ensure progress of deliverables, draft progress reports etc. in close cooperation with the Energy Transition Policy Coordinator. ▪ Represent CAN Europe towards the project consortium. ▪ Coordinate relevant communication activities with the Energy Transition Policy Coordinator, Communication and Network Coordinators. ▪ Prepare briefings, reports, analysis in relation to the findings of the project. <p>Support and coordination</p> <ul style="list-style-type: none"> ▪ Facilitate the CAN Europe collaborative scenario building process and the exchange with professional energy modellers and other external experts in close collaboration with the Energy Transition Policy Coordinator. ▪ Engage with the CAN Europe network to ensure participation in the further elaboration of the Paris compatible (PAC) scenario, e.g. organise workshops, webinars and collect members' feedback. ▪ Facilitate exchanges between members to help increase their knowledge on energy scenarios and energy infrastructure issues. ▪ Produce regular updates for the network and the website. <p>Representation and outreach</p> <ul style="list-style-type: none"> ▪ Engage with EU policy makers and relevant stakeholders to discuss and promote project results and activities. <p>Fundraising and reporting</p> <ul style="list-style-type: none"> ▪ Contribute to fundraising efforts related to relevant issues.

	<ul style="list-style-type: none"> ▪ Regularly report on activities through the CAN Europe reporting system. ▪ Provide input to other fundraising and reporting activities. <p>Input to internal affairs</p> <ul style="list-style-type: none"> ▪ 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 such as the General Assemblies as required.
Supervisory responsibilities	/
Line management	Deputy director
Time requirements	Full time (5 or 4 days a week)
% of Time	Main team responsibilities
15	Administration and finances
10	Management and planning
20	Communication and representation
30	Capacity and outreach
25	Policy work and coordination
100	TOTAL
% of Time	Specific responsibilities
30	Project management
30	Support and coordination
15	Representation
15	Fundraising and reporting
10	Internal affairs
100	TOTAL