



## Job description

<b>Position</b>	<b>Trade and Investment Policy Coordinator</b>
<b>Goal of Position</b>	<b>Coordinate and advance our fight for a climate-compatible trade and investment system</b>
<b>Main Functions &amp; Responsibilities</b>	<p><b>Policy &amp; coordination</b></p> <ul style="list-style-type: none"> <li>▪ Be our expert on trade and investment policy matters, including trade agreements, Investor-State Dispute Settlement and internal market rules that affect trade in climate-sensitive goods and services.</li> <li>▪ Strategic outlook: Identify and use opportunities to achieve policy changes in line with our demands.</li> <li>▪ Coordinate with our members and external allies on new policy developments.</li> <li>▪ If relevant, coordinate new positions with our network.</li> </ul> <p><b>External communication</b></p> <ul style="list-style-type: none"> <li>▪ Together with our comms team, you ensure that our activities are noted in traditional and social media. This includes pitching stories to media, answering enquiries from journalists as well as producing content for social media.</li> <li>▪ Write policy briefings as well as articles for our blog and website and reach out to external stakeholders.</li> <li>▪ Campaigning: Engage members and external campaign partners in upcoming campaign moments and ensure they have all the tools at hand they need to maximize our impact.</li> </ul> <p><b>Fundraising and reporting</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to fundraising efforts related to relevant policy files;</li> <li>▪ Regularly report on activities through the CAN Europe reporting system and for individual projects and grants as required;</li> <li>▪ Provide input to other fundraising and reporting activities as required.</li> </ul> <p><b>Internal communication &amp; affairs</b></p> <ul style="list-style-type: none"> <li>▪ Line manage other members of the trade team.</li> <li>▪ Prepare and implement joint events and network efforts such as the General Assemblies as required.</li> <li>▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required.</li> </ul>
<b>Supervisory responsibilities</b>	This position line manages the Trade and Investment Policy Officer.
<b>Line management</b>	This position is line managed by the Director.
<b>Time requirements</b>	Full-time or at least 80%



<b>% of Time</b>	<b>Main responsibilities</b>
55	Policy & coordination
30	External communication
10	Internal communication & affairs
100	TOTAL