



Job description - Climate and Energy Project Officer

Position/Title	Climate and Energy Project Officer
Goal of Position	Support the National Energy and Climate Plans (NECPs) project team and the Project Manager in successful execution of the NECPs strategy and the LIFE Together for 1.5 project by informing, coordinating (internally, and with CAN Europe members) and partners of CAN Europe on related activities and policy issues. Support the NECPs team in different communication and administrative tasks to fulfil reporting requirements of the related Grant agreements.
Main Functions & Responsibilities	<p>Policy process monitoring and dissemination</p> <ul style="list-style-type: none"> ▪ Support the NECPs team and CAN Europe network in developing demands and messages on related topics ▪ Help to develop and coordinate joint advocacy tools and communication materials (drafting briefings, letters, position papers, reports, blogs, other media products etc.) ▪ Organise meetings, conferences and outreach to relevant decision makers and other partners including high-level event related to the LIFE Together for 1.5 project <p>Coordination of network positions and joint activities</p> <ul style="list-style-type: none"> ▪ Produce regular updates and develop (joint) materials with the network (EU based and national based). ▪ Assist the NECP team in building up regular exchange with active members and other partners on the topics while expanding working relationships with others. ▪ Assist the NECP team in internal and external cooperation, exchanges and drafting and dissemination of related materials ▪ Supporting the development & implementation of the NECP Awards Campaign <p>Representation and outreach</p> <ul style="list-style-type: none"> ▪ Reach out to EU (and if relevant national) policy makers, in particular Members of the European Parliament, the European Commission, permanent representations of Member States and assist the climate policy team in their outreach.

	<ul style="list-style-type: none"> ▪ Engage with and help building relationships between CAN Europe and EU with different stakeholder (policy makers, media, NGOs, different organisations, trade unions, youth groups, cities, think tanks. <p>Fundraising and reporting:</p> <ul style="list-style-type: none"> ▪ Contribute to fundraising efforts related to relevant Grants. ▪ Assist regular reporting on activities through the CAN Europe and EU reporting system ▪ Provide input to other fundraising and reporting activities. <p>Input to internal affairs:</p> <ul style="list-style-type: none"> ▪ Assist internal coordination efforts - preparing meetings, building and maintaining joint database ▪ Participate in 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	None
Line management	This position is line managed by the Project Manager
Time requirements	Full time (5 or 4 days a week)
% of Time	Main team responsibilities
35	Support coordination and planning
30	Support policy and communication
15	Support capacity and outreach
20	Administration support, fundraising, reporting
100	TOTAL
% of Time	Specific responsibilities
35	Coordination and support
35	Policy monitoring
20	Fundraising and reporting
10	Internal affairs and coordination
100	TOTAL