



## CAN Europe Job description

<b>Position/Title</b>	<b>International Climate Policy Coordinator</b>
<b>Goal of Position</b>	<b>Inform, coordinate with and represent the members of CAN Europe on relevant international climate policy issues, in close collaboration with CAN Europe's Climate and Development Policy Coordinator</b>
<b>Main Functions &amp; Responsibilities</b>	<p><b>Policy process monitoring and dissemination:</b></p> <ul style="list-style-type: none"> <li>▪ Gather intelligence and follow up with European Commission, Member states with regard to EU international climate policy positions;</li> <li>▪ Follow relevant international negotiations (in particular UNFCCC) and policy development with regard to international climate policy;</li> <li>▪ Coordination of and support to advocacy and outreach of CAN Europe members towards key EU institutions relevant to international climate policy;</li> <li>▪ Coordinate research work in particular in relation to managed grant funding;</li> <li>▪ Lead on and contribute to preparation of briefings and papers for policy makers.</li> </ul> <p><b>Coordination of network positions and strategies:</b></p> <ul style="list-style-type: none"> <li>▪ Lead the coordination of CAN Europe members on particular international climate policy contexts, including in preparation of and during UNFCCC conferences;</li> <li>▪ Support and engage with members in project contexts as needed;</li> <li>▪ Engage in relevant CAN International working groups and coordination spaces;</li> <li>▪ Produce regular updates for the network and the website;</li> <li>▪ Engage in support for advocacy work on CAN Europe's broader political strategy as required.</li> </ul> <p><b>Representation and outreach :</b></p> <ul style="list-style-type: none"> <li>▪ Represent the network and do advocacy and lobby work targeted towards European and UN decision-making processes in international climate policy.</li> </ul> <p><b>Fundraising and reporting :</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to fundraising efforts related to international climate policy work;</li> <li>▪ Lead reporting (twice a year) to a donor on a the main grant managed on international climate policy coordination</li> <li>▪ Provide input to other fundraising and reporting activities as required.</li> </ul>

	<b>Input to internal affairs:</b> <ul style="list-style-type: none"> <li>▪ Participate in relevant project monitoring and closure;</li> <li>▪ Act as caretaker for the international team inside the Secretariat, including regular international team meetings;</li> <li>▪ Participate in team-wide processes and matters relevant to the organisation as a whole as required;</li> <li>▪ Support the preparation and implementation of joint events and network efforts such as the General Assemblies as required;</li> <li>▪ 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, Head of Climate, and other policy colleagues).</li> </ul>
<b>Supervisory responsibilities</b>	Support interns, as appropriate.
<b>Line management</b>	This position is line managed by the Head of Climate
<b>Time requirements</b>	Full-time or 4/5 Indication on split between areas and responsibilities below
<b>% of Time</b>	<b>Main team responsibilities</b>
15	Administration and finances
10	Management and planning
20	Communication and representation
20	Capacity building for members and advocacy outreach
35	Policy work and coordination
100	TOTAL
<b>% of Time</b>	<b>Specific responsibilities</b>
20	Policy monitoring
35	Coordination
20	Representation
15	Fundraising and reporting
10	Internal affairs
100	TOTAL