



Job Description

<p>Position/Title: Funding Fairer Futures Project Communications Coordinator</p>	
<p>Goal of Position</p>	<p>Coordinate the communications and delivery of comms outputs for the project "Funding Fairer Futures"</p>
<p>Functions & responsibilities</p>	<p>Communications and Outreach</p> <ul style="list-style-type: none"> • Develop and put in place strategic communication plan for internal and external communications, incl. branding, visibility guidelines, comms and dissemination of project activities and results • Lead on in-house desk research on needs, beliefs, attitudes of audiences • Coordinate the projects communications outputs and keep track of dissemination channels and reporting • Develop and maintain of the "Climate Justice in Practice" repository, including final publications, social media content, coordination of partners' contributions • Responsible for ensuring high editorial standards of all CAN Europe publications and other products (written and visual); • Leading on all public facing campaigning work (i.e., publicity stunts) in direct coordination with the involved policy officer. <p>Project Management and Networking</p> <ul style="list-style-type: none"> • Co-coordinate comms, campaigning and mobilisation workshops for training, peer-to-peer learning and campaign co-creation • Co-coordinate collective and participatory design of communications, campaigning and mobilisation strategy and plan • Support the participatory design and delivery of at least 3 joint campaigns throughout the project • Support project partners coordination, through the different working groups • Ensure participatory design, implementation and evaluation of the action • Support the design & implementation of subgranting to CSOs/groups • Contribute to project monitoring and reporting, and further fundraising efforts 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 <p>Digital and IT</p> <ul style="list-style-type: none"> • Updating website content using wordpress, including uploading documents, commissioning, creation and editing of web content; • Maintaining and regularly updating our social media channels and supporting the development of social media strategies; • Monitoring and reporting website traffic and social media performance; • Managing work with external web and IT consultants. <p>Media and Press</p> <ul style="list-style-type: none"> • Creating and implementing media strategies; • Writing, editing and dissemination of press releases and other media products; <p>Network</p> <ul style="list-style-type: none"> • Support coordination of communications activities with the wider CAN network (i.e., participation in the CAN Comms working group); • Participating in meetings and activities with partner organisations, CAN nodes and allies • Preparing, presenting and moderating communications-related sessions for members and at the CAN Europe General Assembly <p>Team</p> <ul style="list-style-type: none"> • Participate in team-wide processes and matters relevant to the organisation as a whole as required.
Time requirements	4/5 (80%) of full time equivalent

% of Time	Main team responsibilities
5	Admin and Finances
25	Project Management & Planning
70	Communications and Network
100	TOTAL

% of Time	Specific responsibilities
45	Communications and Editorial
10	Digital and IT
5	Media and Press
35	Network and Outreach
5	Internal Affairs
100	TOTAL

Supervisory responsibilities	N/A
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Line management	This position is managed by the Head of Communications
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