



CAN Europe Job Description Head of Network Development

Goal of Position	The Head of Network Development leads in the development and coordination of the Network Development Team; in strategic development and implementation of CAN Europe's Network strategies; and in representing the CAN Europe Secretariat and Network to amongst others: NGOs, funders and decision-makers; and other relevant stakeholders.
Major Functions	<p>Network Development</p> <ul style="list-style-type: none"> - Lead the strategy development for network engagement, development, and outreach; - Ensure and coordinate with the Network Development Team the support to the policy teams in terms of coordination, outreach and engagement of members; - Manage and actively participate in the delivery of Network Development Team programmes including mobilisation efforts, digital systems, and key funded projects with members; - Support the delivery of capacity building sessions online, in Brussels, and in relevant European countries; - Develop and strengthen relationships with members and scope out areas of improvement; - Develop strategic proposals to strengthen and expand the Network, as well as its alliances, including scoping of potential new members, partners, alliances and stakeholders; - Support the development and implementation of a Network development plan for improving the functioning and delivery of Network integration; - Oversee the development, maintenance, and distribution of material from the Network and information updates to the Network in liaison with other teams. <p>Organisational Development/Management</p> <p>Management Team and governance:</p> <ul style="list-style-type: none"> - Attend regular meetings of the management team, convened by the Director, in order to deal with issues in a cross-cutting manner throughout the organisation (internal team's processes as well as strategic processes or projects); - Assist the Director and share tasks with the Director in the secretariat's relationship and administrative management with CAN Europe's Board and General Assembly; - Oversee the preparation and coordination of the General Assembly;

	<p>Management of the Network Development Team:</p> <ul style="list-style-type: none"> - Line-manage and provide feminist leadership to the members of the Network Development Team; - Responsible for the internal organisation, share of tasks, mutual sharing and learning and the development of the Network Development team; <p>Strategic Guidance</p> <p>Network strategy implementation:</p> <ul style="list-style-type: none"> - Advice in the development and implementation of the network's strategy and ensure monitoring; - Ensure and coordinate with policy and communications teams to support the successful implementation of campaigns and achievement of organisation's goals; - As member of the management team, support the Director in developing CAN Europe's priorities and relevant strategies; - Coordinate with the members of the management team in order to ensure coherence and coordination across the CAN Europe teams and their work; - Support the Director and/or lead internal strategic and planning processes across-teams work and with the network; <p>Strategic fundraising:</p> <ul style="list-style-type: none"> - Support and advice the strategic coordination of CAN Europe's fundraising efforts and ensure the alignment with the strategy; - Support development of fundraising strategies for CAN Europe ensuring coherence with network development objectives; - Engage members in fundraising opportunities and continue strengthening the fundraising we engage in with members; - Contribute network elements to key funding sources including European Commission core grant; - Advice and contribute to strategic funding reporting in coordination with the management team and the Fundraising Coordinator.
Time requirements	Full time
Line management	This position is line managed by the Director
% of Time	Main team responsibilities
10	Administration and finances
40	Management, strategy development and planning
10	Communication and representation
10	Capacity and outreach
30	Network development
100%	TOTAL
% of Time	Main Responsibilities
40	Network Development
30	Strategic Guidance
20	Organisational Management
10	Representation