



CAN Europe job description

Position/Title	Senior Production & Consumption Coordinator
Goal	Lead Production and Consumption sub-team, providing strategic guidance, support and content contributions, representing the team within CAN Europe and externally
Functions & Responsibilities	<p>Management of Production & Consumption sub-team</p> <ul style="list-style-type: none"> ● Day to day management of the team and team members including team meetings and one-on-one meetings; ● Responsibility for ensuring the team meets deadlines in providing contributions to organisational processes (e.g. reporting, work plan, other planning, etc.) and activity delivery;; Leading team contributions to internal organisation-wide efforts, providing strategic leadership and contributions (work plan preparation, team planning, priority identification, etc); ● Representing the team in internal discussions, ensuring integration of a systemic approach and in line with CAN Europe strategy with a particular focus on building upon the work on sufficiency, links between climate and resources, and industrial transformation. <p>Policy process monitoring and dissemination - industrial transformation</p> <ul style="list-style-type: none"> ● Gather intelligence and follow relevant EU policy developments relating to industry, e.g. the EU Industrial Strategy and developments relating to circular economy, supporting the other policy coordinator(s) in the team; ● Gather intelligence and follow relevant EU policy developments relating to industry, including ongoing political processes and follow-up activities relating to the engagement with the European Commission and European Parliament; ● Develop CAN Europe’s overall approach to industrial transformation; ● Support advocacy and outreach on industry-related files, including EU relevant processes, the Industrial Emissions Directive, implementation of the Ecodesign of Sustainable Products Regulation, and climate and energy files; ● Supervision, support and advice on CAN Europe outputs for policy processes, and contribute to communications materials, as needed. <p>Coordination of network positions and strategies</p> <ul style="list-style-type: none"> ● Support in the coordination of position development, advocacy and communication of the CAN Europe network in Brussels at the member states level; ● Provide regular updates to the network, set up webinars, strategy calls and workshops to inform and discuss with members the strategies to be pursued and to coordinate on concrete joint activities.

	<p>Representation and outreach</p> <ul style="list-style-type: none"> ● Represent the team and the organisation towards EU institutions in Brussels, including the Commission, the Parliament, Permanent representations; this includes representation through our membership in non-legislative bodies (such as Industrial Forum); ● Represent the team and the organisation towards CAN Europe members; ● Coordinate and support the work on industry-related EU policies towards other stakeholders (NGOs, think tanks, movements, trade unions, local authorities, progressive businesses, funders, ...), in support and coordination with relevant colleagues ● Representation to funders in cooperation with the Fundraising Coordinator and the Director. <p>Fundraising and reporting</p> <ul style="list-style-type: none"> ● Lead on fundraising for Production and Consumption team according to established priorities and contribute to other colleagues' fundraising efforts as appropriate. Manage and contribute to necessary reporting activities for individual projects and grants and wider CAN funding, as required. <p>Support the broader secretariat of CAN Europe</p> <ul style="list-style-type: none"> ● Support overall policy contributions and other activities and objectives of the CAN Europe secretariat, including on position papers or other advocacy efforts, General Assemblies, etc.
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Supervisory responsibilities	This position is responsible for managing the staff of the Production & Consumption team (currently 2 people)
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Line management	This position is line managed by the Director
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Time requirements	Full-time or 4/5ths contract
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% of Time	Main team responsibilities
15	Administration and Finances
15	Management & planning
15	Communication and representation
15	Capacity and outreach
40	Policy work and coordination
100	TOTAL

% of Time	Specific responsibilities
20	Management of Production & Consumption team
15	Policy process monitoring and dissemination
15	Coordination of network positions and strategies
10	Representation & outreach
20	Fundraising and reporting
20	Internal affairs
100	TOTAL