



## Job description

<b>Position/Title</b>	<b>Energy Policy Coordinator (Coal and Just Energy Transition)</b>
<b>Goal of Position</b>	<b>Inform and coordinate with the members of CAN Europe on relevant energy transition-related policy issues, with a special focus on justice of energy transition and reducing the burden for consumers</b>
<b>Main Functions &amp; Responsibilities</b>	<p><b>Policy process monitoring and dissemination:</b></p> <ul style="list-style-type: none"> <li>▪ Support member and partner organizations, in the development of energy transition policies that would mitigate the social adverse impacts (Just Energy Transition)</li> <li>▪ Support member and partner organizations, in the development of energy transition policies concerning just transition in coal regions</li> <li>▪ Gather intelligence and follow up EU policy and coal energy sector development and positions of EU member states; energy market developments that impact final energy prices; relevant EU Funds and instruments designed to alleviate social cost</li> <li>▪ Support advocacy and outreach on energy-transition-relevant EU policies – in coal-dependent EU Member States and beyond</li> <li>▪ Prepare research, briefings and papers for policy makers – especially on Fossil Fuel Subsidies and Just Energy Transition</li> </ul> <p><b>Implementation of the multi-stakeholder and networking cooperation processes:</b></p> <ul style="list-style-type: none"> <li>▪ Organise internal events and external meetings and workshops with EU stakeholders, incl. outreach and networking -with a focus on energy transition in the CEE region, help support the CSOs’ coordination and their involvement into the European debates and policy making processes</li> <li>▪ Conduct regular communication with national and regional actors to provide an update and exchange on the relevant policy developments at the EU level and nationally</li> <li>▪ Support the coordination of production, dissemination, and communication of publications</li> </ul> <p><b>Coordination of network positions and strategies :</b></p> <ul style="list-style-type: none"> <li>▪ Develop an overarching narrative, strategies and tactics to accelerate a coal phase-out in the EU and beyond,</li> <li>▪ Convene regular Working Groups, organise internal events and external meetings and workshops with EU stakeholders;</li> <li>▪ Produce regular updates for the network and the website;</li> </ul>

	<ul style="list-style-type: none"> <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>▪ Advocacy and lobby work targeted towards the European institutions on relevant cross cutting files that would impact policies in coal-dependent countries</li> <li>▪ Represent CAN Europe externally – in CEE and across various coalitions working on Just Energy Transition</li> </ul> <p><b>Fundraising and reporting :</b></p> <ul style="list-style-type: none"> <li>▪ Contribute to fundraising efforts related to relevant policy files;</li> <li>▪ Contribute to reporting for individual projects and grants as required;</li> <li>▪ Provide input to other fundraising and reporting activities as required.</li> </ul> <p><b>Input to internal affairs:</b></p> <ul style="list-style-type: none"> <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 (based on arrangements with the Director and other policy colleagues).</li> </ul>
<b>Time requirements</b>	80-100%
<b>Supervisory responsibilities</b>	N/A
<b>Line management</b>	This position is line managed by Head of Energy
<b>% of Time</b>	<b>Specific responsibilities</b>
40	Policy and advocacy work
20	Representation and outreach
20	Multi-stakeholder and membership coordination (special focus on CEE and coal countries)
10	Fundraising and reporting
10	Internal affairs, management, planning
100	TOTAL