

## **Climate Action Network Europe is looking for a Network Development Coordinator**

Climate Action Network Europe (CAN Europe), Europe's largest coalition working on climate and energy issue, is currently seeking a highly motivated, dynamic and results-driven staff member to support the further development of our Network. This position is flexible in terms of location, however Brussels-based would be considered a bonus. The job includes strategic and operational tasks. The successful candidate will be a key team member charged with meeting our organisation's needs, mission and goals.

### **Required qualifications:**

- Minimum 3 years of work experience in the NGO sector, preferably in a coalition/network of NGOs.
- Excellent organisational skills;
- Knowledge of policies and procedures specific to the requirements of a non-profit considered an asset;
- Values working within an international team and network across different cultures;
- Good interpersonal communication skills.

### **Preferred/desirable qualifications**

- Knowledge of climate change policy, programmes and organisations is considered an asset;
- Knowledge of European civil society landscape an asset, in particular related to either the Central and Eastern European or the Southern European region;
- Experience in network and alliance building is considered an asset;
- Experience of mobilisations and engaging youth and citizens is considered an asset;
- The working language is English but another European language considered an asset.

### **Experience, skills and abilities**

- Strong organisational and excellent communication skills;
- Strong strategic thinking for optimising processes and synergies finding;
- Strong ICT and digital skills with an eye for improving digital systems, and knowledge of contact database software and other digital tools such as community platforms are considered an asset;
- Ability to communicate clearly, respectfully, and warmly—both orally and in writing in English;
- Proactive and open minded. Takes initiative and completes tasks;
- Proven skills and track record of experience in event organising, outreach, communication and networking;

- Ability to multitask, prioritise and manage time effectively;
- Responsible and dependable, and demonstrates confidentiality in the performance of all job functions;
- Good team player, positive attitude.

#### **Main duties will include:**

- Organising and delivering two annual General Assemblies, either virtually or in person;
- Supporting the delivery of overarching development plan for the Network;
- Supporting the development of the Network in line with our strategic plans
- Strategising around ways to strengthen/expand the Network and its alliances and support this development process in general
  - Develop initiatives to improve the Network Team operation inside the staff
  - Strengthening our digital tools and capacity building tools for members and the Secretariat;
  - Identifying and defining needs of the Network and developing initiatives and programmes that tackle these needs.

The location of this position is flexible, and remuneration will be defined accordingly. If the position would be based in our headquarters in Brussels, a Belgian open-ended contract will be provided with a projected salary between 3250 and 4100 Euro gross/month depending on the years of relevant experience (from 3 to 20 years) and subject to Belgian taxes.

**To apply**, please send a letter of motivation and CV in English to [jobs@caneurope.org](mailto:jobs@caneurope.org) with **Network Development Coordinator as subject line**.

The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the job requirements detailed above\*\*

Closing date for applications: 5pm CET Thursday 23rd June 2022

First round of Interviews preferably between: 29-1 July 2022

Second round of Interviews preferably between: 5-7 July 2022

Expected start date: end of August - start of September

#### **Contact**

Inquiries to Tom Boyle, Head of Network Development - [tom.boyle@caneurope.org](mailto:tom.boyle@caneurope.org)