



Senior project coordinator – Energy Poverty

The Climate Alliance European Secretariat (Brussels Office) is seeking for a specialised senior project coordinator to join its highly motivated and multilingual Brussels team. The position is focused on technical support and coordination pertaining to the newly established Energy Poverty Advisory Hub (EPAH).

Your role

As senior project coordinator you will mainly work within the newly established *Energy Poverty Advisory Hub* of which Climate Alliance is the lead partner. The activities are primarily related to the technical content development and support to municipalities. You will lead a series of local teams including national experts and the communication team within EPAH to ensure successful local work plans for pushing forward the assessment, planning and implementation of energy poverty measures.

Your role will be integrated within the EPAH team, and the Climate Alliance Brussels team. You will join the Climate Alliance Brussels office and the HQ located in Frankfurt to strengthen the expert team on energy poverty. We will provide good room for incorporating your particular experiences on the topic in regard to Climate Alliance strategy development and project acquisition strengthening our profile on local Energy Poverty to support our members.

Description of desired results

The overall objective is to lead the assistance for local authorities with project management and technical experience as well as to support the general management of the Energy Poverty Advisory Hub contract, together with the project manager. More specifically:

- Provide technical assistance and project management of a series of work plans for municipalities in progressing on alleviating local energy poverty
- Design and execution of calls for applicants to receive support by EPAH
- Provide inputs for research carried out within EPAH
- Prepare and host capacity building events across Europe
- Contribution to expert publications and learning material and events
- Coordinate and manage a series of sub-contractors as part of a wide EU network
- Lead the annual reporting to the European Commission
- General management of the file ensuring a smooth and positive collaboration within the EPAH consortium.

Selection Criteria

Study and experience:

- A minimum of 7 years' relevant experience with project coordination, in particular with European Commission led projects
- A minimum of 3 years of experience working with energy poverty alleviation, in particular at municipal level
- Experience working in multicultural environment
- A master's degree in relevant field (e.g. energy management, urban planning). Applicants with interdisciplinary study background are encouraged to apply.

Technical skills and knowledge:

- Experience with provision of technical assistance to municipalities
- Experience with management of application calls
- Records of technical contributions to publication and practical guidance materials
- Experience with developing and hosting capacity building events – both physical and online
- Good knowledge of the EU institutions
- Extensive experience with contributing and managing of EU projects



- Fluency in spoken and written English.

Personal skills:

- Systemic as well as out-of-the-box thinker
- Dynamic, pro-active and quick-starter
- Able to work independently as well as part of a team
- Excellent organisational skills, high attention to details and ability to multitask
- Motivated to work with local authorities, networks of cities and NGOs on climate action.

Advantageous:

- Knowledge and experience of implementing local energy poverty action
- Experience in working with/or in a city network
- Knowledge of other EU languages.

Terms

Contract:

The contract will be between the individual and Climate Alliance under the Belgian law. The corresponding assignment is based on a 2-year full-time contract (with possibility to be extended/converted into a permanent position) **starting as soon as possible**. Climate Alliance offers a benefits package (incl. paid leave/‘pécule de vacances’, DKV Medicare & lunch vouchers) and a positive, friendly, flexible working environment.

Location:

Climate Alliance | Brussels Office
Mundo-Madou | Avenue des arts 7/8 | 1210 Bruxelles | Belgium

How to apply:

Please send in English to career@climatealliance.eu :

- a motivation letter addressing the requirements and desired results for this position (1 page)
- your CV in Europass format including at least two reference names (2 pages max)

Deadline for applications: 20 June 2021 at 23:59 pm CEST.

Applicants must have the legal right to be employed in Belgium. Only short listed candidates will be contacted. The position will be filled as soon as a suitable candidate is found.

Climate Alliance

[Climate Alliance](#) is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to mitigate climate change. With some 1,700 members spread across 25 European countries, Climate Alliance is the world’s largest city network dedicated to climate action and the only one to set tangible targets: each member city, town and district has committed itself to reducing greenhouse gas emissions by 10 percent every 5 years. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. The network runs awareness raising campaigns, develops tools for climate action planning and fosters cooperation with indigenous peoples. Additional work goes into management of the EU initiatives such as the Covenant of Mayors, and the EPAH.

The Energy Poverty Advisory Hub

Building on the work of the Energy Poverty Observatory, the [Energy Poverty Advisory Hub](#) will be a service platform for local authorities and will provide direct support, learning material, networking and events as well as a compilation of material and data relevant for alleviating energy poverty in the EU. EPAH reports to the European Commission Directorate-General for Energy and closely cooperate with other European Commission services and other EU institutions as necessary. The Energy Poverty Advisory Hub is a Service Contract with the European Commission by a consortium led by Climate Alliance together with Ecoserveis, AISFOR, NOVA University and Akaryon. The activities started in January 2021 with a performance period of 48 months.