

JOB OFFER

PROJECT MANAGEMENT AT CLIMATE ALLIANCE



Climate Alliance

The Climate Alliance European Secretariat is seeking a

Policy Coordinator & project support officer

to join its highly motivated and multinational team in Brussels on a full-time basis (initial 2-year contract with possibility of extension).

Application deadline: **18 June 2021**

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ABOUT 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 1,880 members spread across 27 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 the management of EU-funded projects as well as EU flagship initiatives such as the Covenant of Mayors - Europe, communication and policy work. climatealliance.org

ABOUT ITS POLICY & ADVOCACY WORK

At the local, national, European and international levels, Climate Alliance works to make the voices of municipalities and indigenous peoples on climate action heard.

From issuing position papers and holding side events to helping members share their local examples of exemplary climate action, Climate Alliance underlines the importance of the local level in helping to shape and implement climate policy. [More information on our policy work.](#)

TASKS:

Climate Alliance is looking for a dynamic, proactive and motivated candidate with strong coordination and networking skills and a good understanding of the EU policy-making processes with a focus on municipal climate action, in addition to relevant project experience in energy- and climate-related areas. His/her tasks will include:

POLICY & ADVOCACY

- take the lead on the development and implementation of the Climate Alliance's policy and advocacy strategies
- analyse and follow-up closely the EU policy developments on energy and climate , and issue relevant policy statements

- coordinate the policy work of Climate Alliance and mobilise relevant colleagues and/or member cities as needed
- establish and/or maintain regular contacts and exchanges with the EU institutions and any other relevant (Brussels-based) stakeholders
- ensure synergies with related projects and working groups as well as related communications activities carried out by Climate Alliance
- ensure effective communication to the member cities, and more widely through the various channels available
- contribute to strengthening our work with Climate Alliance board members and National Coordinators
- represent Climate Alliance at ad-hoc events

PROJECT

- identify funding opportunities and engage with potential project partners
- support project proposal drafting
- support the implementation of EU-funded projects and initiatives (mainly the [Covenant of Mayors – Europe](#) and [Build Upon²](#))
- assist the Climate Alliance team in any other daily activities of the association

SELECTION CRITERIA:

Essential

- At least 5 years of professional experience in policy advocacy at EU level and EU project implementation (preferably in the field of energy and climate) , and experience working with/for local authorities
- A Master's Degree in relevant field (e.g. European affairs, political science, environment, energy, climate change)
- Thorough understanding of the EU institutions, decision making processes and funding instruments
- Excellent knowledge of EU policies and programmes related to energy and climate
- Excellent communication skills (written and public-speaking formats), fluency in English
- Strong organisation and coordination skills, ability to multitask
- Strong drafting and analytical skills
- Willingness to travel within the EU

Advantageous

- Previous experience in policy coordination function
- Technical expertise in the field of energy and climate
- Experience in event organisation and management
- Experience working with/for (non-profit) associations or the public sector

- Experience working in an international environment, particularly working across different cultures and languages
- Proficiency/very good command in other EU languages

Contract:

We offer the following:

- A full-time position in Brussels under the Belgian law
- A 2-year contract (with a possibility to be extended), starting as soon as possible
- A salary according to profile and experience
- Other benefits: paid leave ('pécule de vacances'), hospitalisation insurance and meal vouchers
- Various training opportunities
- A dynamic international team and a positive working environment

Place of Work: Climate Alliance Brussels Office, Avenue des arts 7/8 | 1210 Brussels | Belgium

Conditions: Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid Belgian work permit.

Application:

To apply, please send a motivation letter and a CV (in Europass format / max. 4 pages) to: career@climatealliance.eu by **18 June 2021**. Please include “Job application | policy coordinator” in the subject line and clearly indicate possible start date and citizenship (and if non-EU, whether you are holder of a work permit for Belgium).

Only shortlisted candidates will be contacted. The position will be filled as soon as a suitable candidate is found.

CONTACT

Lucie Blondel | l.blondel@climatealliance.org

THE CLIMATE ALLIANCE

For over 30 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With more than 1,800 members spread across 27 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. climatealliance.org