

## JOB OFFER



Climate Alliance

*The Climate Alliance European Secretariat is seeking a*

# Adaptation Project Coordinator

## Covenant of Mayors Europe

*to join its highly motivated and multinational team in Brussels on a full-time basis (initial 2-year contract with possibility of extension). The candidate would be expected to start as soon as possible.*

Application deadline: **24 August 2022**

### ABOUT CLIMATE ALLIANCE

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to take action on global heating. With nearly 2,000 members spread across more than 25 European countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action. Each member city, town and district has committed itself to continually cut greenhouse gas emissions, aiming for a 95% reduction by 2050 (as compared to 1990 levels) in line with IPCC recommendations. 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](https://climatealliance.org)

### ABOUT THE COVENANT OF MAYORS EUROPE

The Covenant of Mayors for Climate and Energy - Europe brings together local authorities voluntarily committed to meeting or even exceeding the EU climate and energy objectives. Since its launch in 2008, the initiative has mobilised over 10,500 local authorities in Europe, covering roughly one third of the EU population. Signatory cities pledge action to support the EU in reaching carbon neutrality by 2050. They commit to delivering actions to reduce greenhouse gas emissions in the given territory, increase resilience and prepare for the adverse impacts of climate change, and tackle energy poverty to ensure a just transition towards climate neutrality.

The Policy Support Facility (PSF) on adaptation to climate change was launched to assist local and regional authorities develop and implement adaptation strategies under the Covenant of Mayors Europe. Activities

under the PSF will run throughout 2022 and 2023 and include public seminars, national workshops, tailored technical assistance and peer learning exchanges with local authorities across 12 European countries.

Climate Alliance leads the Covenant of Mayors – Europe office and co-coordinates the PSF.

#### **TASKS:**

Climate Alliance is looking for an Adaptation Project Coordinator. His/her tasks will include:

#### **COVENANT OF MAYORS - EUROPE POLICY SUPPORT FACILITY**

- Coordinate – together with a partner - the Policy Support Facility on climate change adaptation within the Covenant of Mayors initiative
- Carry out the daily management of the facility as per the work programme
- Contribute to the further development of the facility
- Coordinate activities requiring input from consortium partners
- Draft progress reports – with the support of the team involved
- Regularly liaise and report to the European Commission DG Climate Action
- Maintain and further develop strategic partnerships with key institutions and engage with potential facility partners
- Promote results and activities internally and externally
- Ensure synergies with other relevant Climate Alliance projects and activities
- Lead the Covenant of Mayors Coalition of the Willing on Adaptation

#### **CLIMATE ALLIANCE**

- Contribute to the Climate Alliance's activities in the area of climate change adaptation
- Contribute to the project acquisition strategy in the area of climate change adaptation, support project and tender writing
- Maintain and further develop strategic partnerships with key institutions (EC, CoR), and engage with potential project partners
- Support the development of synergies between Climate Alliance project and policy work streams
- Participate in the strategic development of the association
- Represent Climate Alliance in relevant events, meetings and processes
- Assist the Climate Alliance team in daily activities of the association (communication, policy and advocacy work, thematic working group coordination)

#### **SELECTION CRITERIA:**

##### *Essential*

- At least 5 years of relevant professional experience in project management - preferably in the climate and energy fields

- Experience working on climate change adaptation planning and implementation
- Experience with complex, multi-partner EU-funded projects (e.g. Horizon 2020, Horizon Europe, INTERREG)
- Excellent knowledge of the functioning of the EU institutions, EU policies and EU funding programmes related to energy and climate
- Experience in project proposal preparation and writing for tenders/service contracts with the European Commission
- A Master's Degree in a relevant field (e.g. international relations, European affairs, environment, energy, climate change)
- Excellent relationship management, coordination, and communication skills, fluency in English (written and public-speaking)
- Good networking abilities and interpersonal skills for an international environment
- Ability to demonstrate initiative and proactivity with daily tasks

#### *Advantageous*

- Knowledge of the EU policy context and funding programmes related to urban climate adaptation
- Experience working in an international environment, particularly working across different cultures and languages
- Experience working with/for non-profit or the public sector
- Experience working with/for local authorities
- Proficiency/very good command in other EU languages
- Experience in event organisation and management
- Technical expertise in the field of energy and climate

#### **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
- Structured teleworking conditions and flexible working time

**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. 3 pages) to: [career@climatealliance.org](mailto:career@climatealliance.org) by **24 August 2022**. Please include "Job application | Adaptation Project 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 for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Climate Alliance and will be deleted immediately after the recruitment process. For more information, read our [privacy policy](#).

Interviews will be held remotely in the first week of September 2022.

The position will be filled as soon as a suitable candidate is found.

## CONTACT

Petya Pishmisheva | [p.pishmisheva@climatealliance.org](mailto:p.pishmisheva@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 nearly 2,000 members spread across more than 25 European countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action. Each member city, town and district has committed itself to continually cut greenhouse gas emissions, aiming for a 95% reduction by 2050 (compared to 1990 levels) in line with IPCC recommendations. 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](https://climatealliance.org)