The Climate Alliance European Secretariat is seeking a

Policy coordinator & Covenant of Mayors project officer (Maternity cover)

to join its highly motivated and multinational team in Brussels for a 6-month contract on a full-time basis (start date: late June to late December 2022).

Application deadline: 2 June 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

ABOUT ITS POLICY & ADVOCACY WORK

At the local, national, European and international levels, Climate Alliance works to make the voices of European municipalities on climate action heard while also supporting and indigenous peoples in South America, in solidarity.

From issuing position papers and holding 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 proactive 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 COORDINATION

- Take the lead on the implementation of Climate Alliance’s policy and advocacy strategies
- Analyse and follow-up closely 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
- Contribute to strengthening our work with Climate Alliance board members and National Coordinators (including attending in-person EU country meetings)
- Support the upcoming CA International conference by arranging a policy session and attending the conference in Luxembourg
- Ensure synergies with related projects and working groups as well as related communications activities carried out by the communications team.
- Establish and/or maintain regular contacts and exchanges with the EU institutions and any other relevant (Brussels-based) stakeholders
- Ensure effective communication to the member cities, and more widely through the various channels available
- Represent Climate Alliance at events
- Assist the Climate Alliance team (BXL/Frankfurt) with activities of the association and participate in coordination meetings

COVENANT OF MAYORS

- Support the implementation of the Covenant of Mayors – Europe
- Support the EU-Covenant Political Board

SELECTION CRITERIA:

Essential

- At least 3 years of professional experience in policy advocacy at EU level (preferably in the field of energy and climate), and ideally experience working with/for local authorities
- A Master’s Degree in a 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 multi-task
- Strong drafting and analytical skills
- Willingness to travel within the EU to attend and support conferences or events, including our two-day annual Climate conference in late September, in Luxembourg.

Advantageous

- Previous experience in a policy coordination function
- Technical expertise in the field of energy and climate
- Experience in event organisation and management
- Experience working with/for NGOs, non-profit associations or the public sector
• Experience working in an international environment, particularly working with different cultures and languages
• Other EU languages are an asset

**Contract:**

We offer the following:

• A full-time position for a 6-month maternity leave contract in Brussels commencing **late-June until late-December**. The contract is under Belgian law.
• A salary according to profile and experience
• Benefits: paid leave (‘pécule de vacances’), additional holidays, extended health insurance (DKV – hospitalization and dental coverage) and meal vouchers
• 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, by **2 June 2022** please send us your motivation letter and a CV to: careers@climatealliance.org. Please include “Job application | policy coordinator –maternity cover” in the subject line.

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

**CONTACT**

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**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 (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. climatealliance.org