The Climate Alliance European Secretariat is seeking a

Senior Project Coordinator
Covenant of Mayors Europe Office Head

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 ideally start in April 2022.

Application deadline: 27 March 2022

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 1,900 members spread across 28 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 THE COVENANT OF MAYORS EUROPE

Since its launch in 2008, the EU initiative known as the Covenant of Mayors has brought together over 10,000 local authorities in Europe and beyond, covering roughly one third of the EU population. Each has voluntarily committed to meeting or even exceeding the EU climate and energy objectives. 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 Covenant of Mayors – Europe is now part of the Global Covenant of Mayors.

Climate Alliance co-leads the Covenant of Mayors – Europe office. From the beginning, we have been both instrumental in shaping this city movement and influential in shaping EU climate and energy policy as it applies to local authorities.

TASKS:

Climate Alliance is looking for a senior project coordinator. His/her tasks will include:

COVENANT OF MAYORS EUROPE

- Lead – together with co-lead partner - the management of this service contract
- Contribute to the further strategic development of the initiative
- Coordinate activities and inputs from consortium partners, and assist the team
in delivering activities allocated to Climate Alliance

- Draft progress reports – with the support of the team involved
- Regularly liaise and report to the European Commission (DG Energy, DG Climate Action)
- Promote results and activities internally and externally
- Ensure synergies with other relevant Climate Alliance projects and activities

CLIMATE ALLIANCE

Strategic Partnerships & Project Management

- Support the development of synergies between Climate Alliance projects (e.g. on energy poverty, financing, adaptation, etc.), and between Climate Alliance project and policy work-streams
- Support the Climate Alliance’s project acquisition strategy - in cooperation with the executive director, the project development team, the financial management & controlling team
- Provide strategic advice on project acquisition opportunities and other funding opportunities
- Maintain and further develop strategic partnerships with key institutions (EC, CoR), and engage with potential project partners
- Support project and tender writing

Development & Operations

- Participate in the strategic development of the association
- Support the liaison with board members and national coordination offices
- Represent Climate Alliance in relevant events, meetings and processes
- Assist the Climate Alliance team in any other daily activities of the association (communication, policy and advocacy work, thematic working group coordination)

SELECTION CRITERIA:

Essential

- At least 8 years of relevant professional experience (e.g. EU project management - preferably in the climate and energy fields)
- Experience in managing complex, multi-partners EU-funded projects (e.g. Horizon 2020, Horizon Europe, INTERREG) and tenders/service contracts with the European Commission’s DGs and agencies
- Experience in project proposals preparation
- A Master’s Degree in relevant field (e.g. project management, European affairs, political science, environment, energy, climate change)
- Excellent knowledge of the functioning of the EU institutions, EU policies and EU funding programmes related to energy and climate
- Excellent relationship management, coordination, and communications skills, fluency in English (written and public-speaking formats)
- Good networking abilities and interpersonal skills for an international environment
- Ability to demonstrate initiative and a proactive approach to daily tasks

Advantageous

- Experience working in an international environment, particularly working across different cultures and languages
- Experience working with/for (non-profit) associations 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. 4 pages) to: career@climatealliance.org by 27 March 2022. Please include “Job application | 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 the week of 4-8 April 2022.

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

CONTACTS

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THE CLIMATE ALLIANCE

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