



## **ECOLISE recruits for its first paid roles!**

### **Three part-time positions: Communications coordinator, Policy coordinator and Knowledge and learning coordinator**

[ECOLISE](#), the European network for community-led initiatives on climate change and sustainability, is now at an exciting stage in its development and is currently establishing three new paid roles. Together with the ECOLISE Executive Director, this virtual team will help develop strategy and coordinate activities across the three key pillars of ECOLISE activity - policy, communications, and knowledge and learning.

Are you committed to demonstrating the critical role that bottom-up, community-led action can play in creating positive change? Do you have the resilience and imagination to work with our Council and Executive Board to shape and coordinate a fast-evolving Europe-wide organisation?

Read on for more details on how to apply for one of these new roles.

## **ECOLISE**

[ECOLISE](#), the European network for community-led initiatives on climate change and sustainability, is a coalition of organisations engaged in promoting and supporting local communities across Europe in their efforts to build pathways to a sustainable future. The members of ECOLISE include international, national and regional networks of community-led initiatives, as well as other organisations engaged in European-level research, training, communications or other activities to support community-led climate action and sustainability. You can read the current [ECOLISE strategy here](#) and see our [website here](#).

Established in 2014, ECOLISE is now at an exciting stage in its development and has secured funding to create three new part-time positions. Our funder has offered an initial grant to

cover a six month period and is open to the possibility of a longer term funding commitment. Other funding opportunities are also being pursued.

We want to explore effective, flexible and affordable mechanisms which make best use of modest initial funding to create three complementary part-time roles. As ECOLISE does not have a central office, it is envisaged that the successful candidates will be hosted (and employed) by an ECOLISE member organisation or work remotely on a freelance basis.

There will be scope for successful candidates to shape their own roles, working with interested volunteers from member organisations, and to help develop the strategy, systems and working practices of ECOLISE as a whole. All three roles will report to the Executive Director of ECOLISE and will together form a virtual team. You will be supported and steered by an active Executive Board and an engaged Council with good links to, and knowledge of, wider networks of community-led action on sustainability.

## **Person Specification**

All three post-holders need to be:

- Self-starters with a willingness and capacity to work remotely;
- Strong collaborators able to maintain momentum on a project while engaging with busy stakeholders and responding to their feedback, energy and interest;
- Fluent English speakers, ideally with an ability to communicate in other European languages;
- Aligned to ECOLISE aims and values (see the [ECOLISE strategy](#) for more information)

Additional information and criteria are set out below for each of the proposed three roles:

### **Position: Communications Coordinator**

Working with ECOLISE members (possibly represented by a working group) and secretariat, the successful candidate will oversee the development and implementation of a communications strategy and plan, while also coordinating ongoing communications activities. The strategy and plan will focus on the communications aspects of the ECOLISE general strategy and will seek to raise the profile and highlight the potential of community-led action on climate change and sustainability in Europe.

Ongoing communications activities, which will also fall within the remit of the Communications Coordinator, include overseeing the development and operation of the ECOLISE website (ecolise.eu) and social media profile, the production of publications and promotional material, and coordinating the communications aspects of ECOLISE events and initiatives, including the flagship European Day of Sustainable Communities.

**Candidate sought:**

The candidate sought will have a communications qualification, with at least three years experience in a related role, ideally in an NGO environment or in another large network. Other desirable characteristics include:

- A good capacity, enthusiasm and empathy when communicating with a wide diversity of audiences (from local initiatives to the European Commission or the United Nations);
- Experience in events management and in coordinating large scale awareness raising campaigns;
- Good writing and editorial skills (in English);
- A good knowledge of and interest in community-led action on climate change and sustainability.

### **Position: Policy Coordinator**

Working with the ECOLISE members and secretariat, the Policy Coordinator will oversee the implementation of the policy/advocacy aspects of the ECOLISE strategy, which aims to influence European and national policy development and delivery to empower, enable and build upon the benefits of community-led action. The successful candidate will develop and implement a policy action plan, which will build on ongoing activities to develop the capacity of ECOLISE members, open channels of communication and develop relations with key institutions, organisations and partners, and facilitate ECOLISE input on selected policy initiatives.

#### **Profile sought:**

The candidate sought will have a good knowledge of EU and national policy making processes with at least three years experience in a similar role. Other desirable characteristics include:

- Experience in working in an NGO environment and in facilitating processes to support the emergence of common positions or opinions;
- The ability to build partnerships and alliances to support ECOLISE policy positions and strategies;
- A good capacity to inspire target audiences (including policy and decision-makers) to explore and navigate the ECOLISE narrative, and to position ECOLISE as a credible and trusted partner in the policy making process;
- A good knowledge of and interest in community-led action on climate change and sustainability.

### **Position: Knowledge and Learning Coordinator**

The Knowledge and Learning (K&L) aspects of the ECOLISE strategy focus on the sharing and co-creation of knowledge and catalysing effective cooperation among member networks and other stakeholders. The K&L Coordinator will work with the ECOLISE members (represented by the Knowledge and Learning Working Group) and secretariat to oversee the development and implementation of this part of the strategy. In particular, they will develop and maintain an audit of research, knowledge and learning; identify knowledge and learning gaps and work with ECOLISE members and partners to address these gaps; and promote the sharing and dissemination of knowledge within and beyond the network, working in close collaboration with the Policy and Communications Coordinators.

### **Profile sought:**

The candidate sought will have a good awareness and understanding of the main processes to support knowledge development and learning related to community-led action on climate change and sustainability, and the key actors concerned. Other desirable characteristics include:

- At least three years experience as a researcher or research coordinator in a related field;
- A good knowledge of EU policy and programmes to support knowledge development and learning;
- Experience in working in an NGO environment (in or with NGOs) or in other larger networks;
- A good capacity to animate and support the ECOLISE community of researchers, while also building links between research and practice, encouraging and supporting a two-way flow of knowledge and information.

### **Salary and conditions**

To be negotiated within the parameters of our overall funding (circa €40,000 to cover all three roles for six months). ECOLISE is not seeking to become a direct employer of staff at this stage, so we are keen to discuss potential hosting arrangements with member organisations and/or to recruit people on a freelance basis.

### **To apply:**

Please send your CV and letter of motivation, explaining how you meet the relevant person specification, to [info@ecolise.eu](mailto:info@ecolise.eu) (referring to the position applied for in the subject) not later than the **5.00pm (Central European Time) on the 15 January 2017**. If you have any questions or concerns in relation to any of these positions, which you would like to discuss informally, please contact us at the above email address.