

Programme Officer: Climate, Energy and Ecosystems.

JOB DESCRIPTION:

Main Tasks:

1. Conduct research and analysis of policy ideas from around the world relating to climate, energy and ecosystem policies as well as other issues, as needed. These ideas are then to be written and summarised in a concise and action-oriented format, to be included in the e-Parliament Ideas Bank for legislators (www.e-parl.net, click Ideas).
2. Liaise and communicate with Members of Parliament from around the world, and encourage them to participate in e-Parliament activities relating to climate and energy. The Programme Officer will be the point of contact for all issues relating to the Climate and Energy Network.
3. Organise video conferences and face-to-face parliamentary hearings involving both legislators and experts in the field to discuss policy ideas relating to climate, energy and ecosystems. This includes organising a number of high-level international parliamentary hearings focusing on a range of climate, energy and ecosystem issues, in a range of locations around the world. The Programme Officer will be responsible for coordinating logistical arrangements for these meetings, identifying expert and legislators to be invited, issuing the invitations, and working closely with partners and co-sponsors to ensure these hearings are a success.
4. Follow-up on all Climate and Energy Network activities. The Programme Officer will be required to maintain contact with all participants in Climate and Energy Network events and meetings, write summary reports from these events, facilitate communications between legislators and experts, and assist legislators to translate the ideas discussed at Climate and Energy Network hearings into direct policy initiatives in their respective parliaments.
5. Undertake administrative tasks, such as website administration, data entry, outreach and conducting mailouts, as required. Write funding proposals, as required.
6. Maintain close contact with the Executive Director and the rest of e-Parliament secretariat, and undertake other tasks outside the field of climate and energy when necessary.

All employees of the e-Parliament are expected to:

1. Be flexible. The e-Parliament has at this early stage a small secretariat of no more than 8 people, and all employees must be willing to undertake administrative and outreach tasks as well as regular policy research and organisational duties. All employees are expected to chip in wherever they are needed.
2. Be reliable. All e-Parliament staff currently work from home. For this reason it is vital that the successful applicant be reliable, have a strong work ethic and considerable motivation, allowing them to work efficiently in an independent manner. Some people do not work well without the stimulation of office colleagues or the discipline of a supervised work environment. If you are one of those people, this job isn't for you.

PERSON SPECIFICATION:

Essential:

1. A personal commitment to building a peaceful, sustainable and democratic world.
2. Excellent writing skills. Must be able to write clearly and fluently in English, with the ability to produce policy summaries and other written work for a variety of audiences.
3. Proven research skills of a very high standard.
4. Excellent communication and interpersonal skills. Must be able to communicate effectively with a variety of actors, including legislators from around the world, and experts in the field of democracy and conflict prevention. This will involve a certain amount of telephone outreach, so you need to be confident and comfortable phoning large numbers of people you have never met.
5. Excellent organisational skills. Must be able to self-organise, and have excellent time-management skills.
6. The ability to work effectively while working independently is essential in this position.
7. Basic computer skills. Familiarity with MS Word, Excel, e-mail and basic Internet skills.
8. Fluent English, both written and spoken, is essential for this position.

Desirable:

1. Language skills in French or Spanish is very desirable while skills in other major languages would be an advantage.
2. Additional computer skills would be helpful, but are not essential.