Finance Working Group Coordinator

Call for job applications

About the network

The Environmental Paper Network (EPN – [environmentalpaper.org](http://environmentalpaper.org) and [environmentalpaper.cn](http://environmentalpaper.cn)) is a global coalition of more than 150 civil society organisations in 31 countries, all of which have signed the Global Paper Vision for transforming the paper industry to become sustainable and ethical. We have been working together for more than two decades, having formed in North America in 2002, in Europe in 2005, in China in 2009. In 2014, the European EPN expanded to become EPN International, the hub for all members outside of China and North America.

EPN identifies synergies and links between NGOs in the forest, human rights, pollution and climate change movements. We share knowledge and information, help develop joint strategies and messages, and coordinate international campaigning.

The EPN is a lean, strategic hub, helping civil society, companies, customers, financiers and governments to both know what is happening in the global pulp and paper industry, and to encourage the industry to move towards our Vision. The EPN hosts working groups of active member organisations on the following topics: paper saving, Indonesian rainforests, pulp finance and forests, climate and biomass energy. We are governed by a steering group of representatives from our member organisations.

About the job

The Finance Working Group Coordinator will be a member of the EPN International Steering Committee, in charge of two working sub-groups, one focusing on campaigns targeting pulp finance and the other one on biomass finance. Each Working Group is composed of 10 to 30 people spread across 15 countries and 5 continents.

The successful candidate will design and deliver the working group strategy, work plans and reporting; coordinate joint activities; facilitate working group meetings; engage with financiers of pulp and biomass related industries; and identify opportunities for finance related work in the broader EPN strategy.

Tasks

- Build relationships with financial institutions, engage with them and carry on finance related work.
- Initiate and/or coordinate together with local NGOs campaign activities around “dodgy deals” (harmful projects or companies financed by banks).
- Write, maintain and keep updated the Dodgy deals database on the BankTrack website, and assist partner NGOs in writing proposals and drafting reports.
● Write, or assist in writing letters, reports, blogs etc, ensuring agreed sign off procedures are applied before sending/publishing.
● Publish and maintain the In the Red II database assessing when adjustments are required.
● Proactively identify opportunities to communicate about “dodgy-deals”, “In-The-Red”-report data, and relevant finance information.
● Organise and chair monthly working group calls.
● Organise ad hoc calls with external stakeholders (such as finance institutions) and ensure EPN representatives are involved.
● Manage email lists, moderate discussions and share relevant information.
● Participate in monthly EPN Steering Committee meetings/calls, and in broader EPN discussions.
● Help the EPN International coordinator and EPN finance manager to fundraise for working group activity, manage relevant budgets and report to funders.

Essential requirements
● Fluent in English.
● Proven affinity with environmental and social movements.
● Good organisational skills.
● Expertise on forests, human rights, climate change, pollution or other areas relevant to the pulp and paper and biomass industry.
● Strong experience of working with NGOs.
● Experience of working on topics involving financial institutions.
● Able to proactively engage with financiers.
● Able to work independently and from home.
● Flexibility and availability to work across different time zones and to travel when required.
Desirable is also fluency in another language, preferably Chinese, Spanish or Portuguese.

The Finance Working Group Coordinator will work two days per week, either on a self-employed basis or as an employee of one of our member organisations. EPN is non-hierarchical and all EPN International staff are currently paid the same daily rate of €260, so the annual salary would be €24,960 (monthly €2,080).

To apply, please send your Curriculum Vitae and a cover letter explaining why you seek the role, how you would approach the job and how you meet the requirements to work@environmentalpaper.org

Please send your application as a single PDF document attached to your email.

The vacancy will run until the position is filled.

Only short listed candidates will be contacted for interviews that will be carried out by video conference.

Enquiries or requests for additional information about the job may be sent to Sergio Baffoni, sergio.baffoni@environmentalpaper.org, member of EPN International’s steering committee.