Environmental Paper Network International Hub Coordinator

Call for job applications

About the network

The Environmental Paper Network (EPN – environmentalpaper.org and environmentalpaper.cn) is a global coalition of more than 150 civil society organisations in 31 countries who have signed the Global Paper Vision for transforming the paper industry to become sustainable and ethical. We have more than 20 years’ history of coordinated activity, having formed in North America in 2002, in Europe in 2005, and in China in 2009.

EPN International (EPNI) evolved from our European sub-network and since 2014 has been the coordination hub for all our member organisations outside of China and North America. The EPNI identifies synergies and links between NGOs in the forests, human rights, pollution and climate change movements, shares knowledge and information, helps develop joint strategies and messages, and coordinates international campaigning.

Recently, EPNI added a forest biomass campaign element to our work and more than 200 civil society organisations in 61 countries have signed our Biomass Delusion position statement and work collaboratively in the biomass working group.

We operate as a lean, strategic hub, helping civil society to respond to stakeholders in the global pulp and paper industry and biomass sector, including companies, customers, financiers and governments, encouraging them to move towards our Vision. We operate through 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 of our member organisations.

About the job

The coordinator of the EPN International hub helps ensure constructive, strategic and effective networking among our member organisations and is a key member of a team made up of working group coordinators. The role liaises with the EPN staff of the North America and China Hubs. It also liaises with the Steering Group and EPN International staff. This is a challenging and rewarding opportunity for someone who thinks globally but can work independently and proactively, who appreciates diversity and who wants to help ensure that civil society works together towards a better future.

Tasks

- Maintaining an overview of the work of the Working Groups, making linkages between different work areas and ensuring delivery of plans and actions agreed at meetings.
- Coordinating Steering Committee meetings, including ensuring strong membership able to give strategic direction based on their expertise and the Paper Vision and Biomass Delusion.
- Fundraising, building and maintaining relationships with funders, ensuring there are finances to continue the network’s activities and deliver on donor commitments.
Maintain good relationships with member organisations by keeping them informed, soliciting ideas, tapping expertise, spotting synergies and making links.

Leading on communication work including ensuring a strong social media presence and messaging in line with the Paper Vision and the Biomass Delusion Statement, including working with Working Group leads to produce good quality and timely reports, Press Releases and other material.

Coordinating and organising network meetings.

Keeping an overview of what is happening in the paper world and alerting staff and the Steering Committee of possible new areas of work and new members of the movement.

Work together with the Steering Committee Treasurer to ensure efficient finance management and finance activities.

Being a key part of the coordination and communication committee of EPN International, EPN China and EPN North America.

Essential requirements

- English fluency.
- Proven affinity with the environmental and social movement.
- Willingness to become an expert on forest and paper issues.
- Experience in working with NGOs and networks.
- Experience in a coordinator/facilitator role.
- Understanding the role of an NGO network.
- Able to work independently and from home.
- Based in a country that is covered by EPN International (i.e. not North America or China).
  Note that most members of the Steering Committee are presently based in Europe.

Desirable

- Experience in fundraising.
- Expertise on forests, human rights, climate change, pollution or other areas relevant to the pulp and paper and biomass industries.
- Relevant experience in communications, using social media and online communications tools.
- Good organisational/management skills.
- Fluency in another European language.
- Experience in working in non-hierarchical organisations
- Understanding of consensus-based decision-making

The coordinator will work three 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. The annual remuneration for three days per week is €41,184 per annum although a review of pay and benefits is planned. Value Added Tax is paid by EPN.

To apply, please send your Curriculum Vitae and a cover letter explaining why you are interested in the role, how you would seek to deliver the key elements and how you meet the requirements to sophie@environmentalpaper.org.

The deadline for applications is 23:00 CEST on 26th of May 2023 and should be a single PDF document attached to your email. Only short listed candidates will be contacted. Interviews will take place on-line.

Enquiries or requests for additional information may be sent to Sophie Bastable, sophie@environmentalpaper.org. EPN International staff member.