



CONFERENCE OF PERIPHERAL MARITIME REGIONS OF EUROPE

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JOB DESCRIPTION

**European Association of Regions seeks
Senior Coordinator
to deputise the Executive Secretary of the Islands Commission
and work on EU policy areas of interest to CPMR
(Political Lobbying/European Projects)**

Main Duties:

- Ensuring the organization and the running of a political network of European Island Regions (*located in UK, FR, IT, ES, GR, CY, MT, PT, DK, SE, EE*) and defending their interests before European institutions and Member States.
- Coordinating policy watch and activities (organising meetings, drafting policy documents, relations with EU institutions) in relevant policy areas for members within CPMR in agreement with the Secretary General

Start date: 1st June 2016

Permanent contract, full time post

Working hours: 38 hours per week

Location: Brussels (Belgium)

Deadline for application: 18 March 2016 - Interviews planned on weeks 13 or 14 in Brussels (30/31 March - 4/5 April 2016)

The **Conference of Peripheral Maritime Regions of Europe (CPMR – www.cpmr.org)** brings together some 150 Regions from 28 States from the European Union and beyond. It operates both as a think tank and as a lobby for Regions. Representing almost 200 million people, the CPMR campaigns in favour of a more balanced development of the European territory.

The CPMR is a unique organisation, being sub-divided into **six Geographical Commissions**, corresponding to the European maritime basins, such as the Baltic Sea, the North Sea, the Atlantic Arc, the Mediterranean, the Balkan and Black Sea and **the islands**.

The **CPMR Islands Commission** is one of the 6 Geographical Commissions of the CPMR. The main aims of the Islands Commission are to urge the European Institutions and Member States to pay special attention to the islands situation and to implement policies that are best suited to their condition as well as to foster interregional cooperation between islands, especially on issues in direct relation with their insularity.

I. Duties

The main duties of the post holder with regards to the islands Commission activities are (60% of working time):

- Promoting and lobbying on behalf of the Islands Commission among EU bodies and Member States, under the authority of the Presidency of the Islands Commission and in consultation with the Secretary General of the CPMR;
- Organising and planning lobbying activities on behalf of Members of the CPMR Islands Commission in line with the Presidency and in cooperation with the CPMR General Secretariat;
- Preparing and drafting strategic documents for the Islands Commission in line with the Presidency's guidelines and the overall CPMR work programme;
- Ensuring a very strong working relationship with CPMR Islands Commission Member Regions, both at officer and at political level;
- Conducting EU policy watch on issues of special interest to the EU Island Regions;
- Preparing Islands Commission statutory and/or thematic meetings, seminars;
- Coordinating the activities;
- Presenting a six-monthly report on the activities and results of the Islands Commission;
- Providing support for Islands Commission related communication using the CPMR's communications channels;
- Monitoring and taking part in cooperation projects in policy areas corresponding to the priorities of the Islands Commission;
- Maintaining close relations between the Islands Commission and other CPMR Geographical Commissions, the CPMR General Secretariat and the CPMR Working Groups.

The main duties as Coordinator for Policy areas within CPMR (40% of working time):

- Conducting EU policy watch on thematic issues such as energy, Climate, or migration...
- Promoting and lobbying on such issues on behalf of the CPMR among EU bodies and Member States, under the authority of the Presidency and the Secretary General of the CPMR;
- Preparing and drafting strategic documents on these issues in line with the CPMR work programme;
- Ensuring the organization, the running and the coordination of ad-hoc task forces and/or working groups on both issues (technical and political meetings, working papers, dissemination of information...);
- Monitoring and taking part in cooperation projects in policy areas corresponding to the priorities of the CPMR Regions;
- Providing support for communication using the CPMR's communications channels;

II. Person specifications

In order to adequately fulfil these duties, the successful candidate should meet the following requirements:

- At least 5 years' experience in a post held within a regional or local authority (preferably an island authority, and preferably within the regional development sector and/or EU activities) or within an international organisation/network (preferably EU-based) or Member State;
- Higher education qualification in one of the following areas: Europe, regional development, international affairs, political science, or law;
- Good understanding of the EU institutional framework. Proven understanding of European issues affecting island regions an asset and proven understanding of European issues and challenges;
- Excellent written communication skills, experience of speech writing is an asset;
- Strong interpersonal and organisational skills, positive team player;
- Responsiveness to member Regions;
- Excellent knowledge of the usual working languages of the CPMR and its Islands Commission (at least two languages, preferably three) is essential: English (Fluent, compulsory), French (fluent) + a third EU language. Proven drafting skills for technical & policy papers on issues relating to EU current affairs, areas of competence of regional and local authorities in French and/or English are essential;
- The position requires regular travel in Islands and EU Regions.

III. How to apply

Applications (**CV + covering letter + salary expectations**) are to be sent by email to anne.lezin@crpm.org **by 18 March 2016**, with the subject "Application – Senior Coordinator". Confirmation of receipt will be sent to each candidate.

Please note that only short-listed candidates will be contacted for an interview that will be held on weeks 13 or 14 in Brussels (30/31 March - 4/5 April 2016). Notification will be sent only to the persons concerned as soon as possible.