

## **JOB DESCRIPTION**

### **EME CO-ORDINATOR**

RESPONSIBILITIES WILL INCLUDE :-

1. Co-ordination and administration of the work of the Initiative.
2. Co-ordinating and/or designing and facilitating research on behalf of the Steering Committee and the various Task Groups.
3. Assisting in the development of projects and policy documents on behalf of the Steering Committee and the Task Groups.
4. Assisting with fundraising for the Initiative.