

The European Patients' Forum (EPF) is recruiting a

Capacity Building Assistant

Full-time (100%) position

CDI

Deadline: Sunday 23rd February 2025

Interviews will take place on a rolling basis

To start in March 2025

Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, B -1040 Brussels

BACKGROUND

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 79 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see www.eu-patient.eu

PURPOSE OF THE ROLE

The purpose of the role is to support the sustainable growth of the EPF Capacity Building Programme by supporting learning activities for patients around Europe. S/he will have the opportunity to gain knowledge about the different facets of patient organisations advocacy work, supporting the organisation of the Cattolica University Master on International Patient Advocacy, coordinating the EPF youth group and be involved in various EU and not EU project.

KEY RESPONSIBILITIES

- Helping organise webinars, workshops for EPF members and EPF stakeholders;
- Support the organisation of the EPF Skill Training for Young patient advocates (STYPA) both in content and logistics;
- Support the EPF team in the organisation of the joint Master EPF and Cattolica University on International Patient Advocacy (coordinate internally lectures,

- collecting material, operational exchanges with Cattolica University (academic partner);
- Support the EPF Youth Group:
 - ✓ Maintaining the dedicated part of the website up to date;
 - ✓ Setting up online and face to face internal and external meetings (setting the date, logistics, invitation, follow-up after the meetings, technical support during the meeting, minute taking);
 - ✓ Support the Youth Group in delivering their project providing guidelines and assistance.
 - Helping with implementation, reporting, tracking of the EPF Capacity Building programme;
 - Supporting the project team in delivering capacity building component of EU projects.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Very good/fluent English speaking and writing skills (other languages are an asset);
- At least two years' experience minimum in training organisations and or membership organisations;
- Bachelor or higher-level education level;
- Good command of webinar platforms, social media platforms and databases;.
- Good command of Microsoft Office (Word, Excel & Power Point);
- Proactive, flexible attitude, and a good communication;
- Excellent organisational and team working skills.

KEY INTERFACES

Internal:

- EPF Head of Membership, Capacity Building and Governance
- EPF Project Manager
- EPF Capacity Building team
- EPF Project team

External:

- EPF Youth Group
- EPF Members
- Cattolica University International Patient Advocacy Master's team

WE OFFER

- An open-ended contract for a full time position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- Opportunities for growth working for a highly respected organisation in EU health policy and advocacy;
- A competitive monthly salary depending on experience and knowledge, coupled with various benefits:
 - lunch vouchers;
 - transportation offered in line with our internal policy;
 - complementary health care insurance (DKV hospitalisation and ambulatory care);
 - pension insurance; travel insurance;
 - flexible working conditions;
 - teleworking allowance in line with our internal policy (NB working from the office will be the norm in the induction phase);
 - 13th salary.

HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: recruitment@eu-patient.eu (Subject line: “**Application for the position of Capacity Building Assistant + your full name**”) .

The deadline for applications is Sunday 23rd February 2025, 23h59.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.