

**The European Patients' Forum (EPF) is recruiting a
Project Policy Officer**

Full-time (100%) position

CDI

Deadline: Tuesday 12th November 2024

To start in January 2025

Interview will take place on a rolling basis

Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 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 78 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 Project Policy Officer will support EPF's participation in different European projects, including those requiring patient engagement, education, and involvement.

KEY RESPONSIBILITIES

Project Management:

- Managing EPF's contribution to different projects (3 to 4 projects depending on the size of the projects);
- Ensuring the timely delivery of EPF obligations and commitments as set out in project agreements;
- Assisting with partnership management, liaising with project partners (academia, consultancies, industry, decision-makers...);
- Managing patient engagement activities in close liaison with membership officer;
- Acting as an interface between EPF and patients involved in projects in close liaison with membership officer;

- Maintaining an overview of progress and financial expenditures of projects under his/her responsibility (financial management);
- Ensuring timely and accurate submission of project technical and financial reports;
- Administrative tasks (tenders and administrative procedures in line with EPF policies);
- Supporting EPF Projects Team in promoting projects visibility on social media and ensuring effective dissemination.

Additional Tasks:

- Liaising with the EPF Policy Team on a regular basis to ensure synergies between project outcomes and EPF's policy/advocacy work;
- Support the EPF Policy Team's advocacy work on 1-2 specific topics in line with the projects, including background research, drafting and dissemination of policy statements, and monitoring of policy developments;
- Supporting the Project Team in project development tasks (including drafting proposals, liaising with consortia partners and preparing administrative files).

In addition, the Project Policy Officer may be asked to support other work of the EPF Secretariat as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Bachelor's degree (or equivalent) in Health or Life Sciences, or another related/relevant field;
- 3-5 years' experience in the management of projects and programmes;
- Proven experience working on multi-stakeholder projects (NGOs, industry, academia, etc.).

Highly desirable

- Ability to design activities for projects and new project proposals;
- Ability to communicate project results in lay language to an identified relevant audience;
- Previous experience in patient engagement activities;
- Good project financial management skills (budgeting, reporting);
- Knowledge of the EU Institutions and policy-making procedures;
- Interest in policy analysis and advocacy on health-related issues at EU level;
- Experience in working with EU - IMI/IHI funded projects is a plus.

PERSONAL QUALITIES AND ATTRIBUTES

- Excellent project management skills;
- Demonstrated ability to work effectively in multi-stakeholder teams, delivering through and with others;
- Outstanding planning and organisational skills, proven ability to set, communicate and maintain timelines and prioritise;
- Ability to work in a fast-paced environment;

- Excellent English skills (native English an asset) and knowledge of at least another European language;
- Excellent communication and interpersonal skills, both verbal and written;
- Commitment to the vision and the mission of the European Patients' Forum;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;
- Ability to work autonomously, solution-oriented;
- Ability to work with colleagues in virtual locations;
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

Key interfaces

Staff

EPF Team: 24

Direct reports: None

Internal

- *(Reports to) Senior Programme Manager;*
- *Finance Officer;*
- *Projects Team;*
- *Policy Team;*
- *Communications Team;*
- *Capacity Building and Membership Team.*

External

- *Governance Committees of the projects;*
- *Project partners (academia, companies, research centres, consultancies, etc.);*
- *EPF Member organisations.*

WE OFFER

- An open-ended contract for a full time position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- A family-friendly 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 month provided by the CP337.

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 Project Policy Officer**”).

The deadline for applications is 23h59, Tuesday 12th November 2024.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted, and the screenings will take place on a rolling basis.

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.