

**The European Patients' Forum (EPF) is recruiting a
Policy Assistant
Full-time (100%) position
CDD
Deadline: 8 October 2021
To start as soon as possible/insert starting date**

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 75 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 Policy Assistant will support EPF's policy team. Please see key responsibilities for more details.

KEY RESPONSIBILITIES

- Monitoring of the policy environment, timely and proactive provision of intelligence and analysis on policy topics on EPF's agenda
- Support in consulting EPF's membership, drafting policy statements and positions to ensure a patient perspective in EU policies;
- Desk research and drafting policy briefs for EPF's members and Board;
- Drafting relevant content for EPF's communication channels, drafting speaker briefs and preparing PowerPoint presentations for external meetings;
- Supporting the policy team's involvement in project-related activities.

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

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Academic degree (European Affairs, Public Health, or other relevant field)
- Knowledge of EU institutions and policy-making procedures
- Commitment to and understanding of patient advocacy in health policy
- Excellent capacity to conduct analysis and write clear and concise text in various formats, e.g. reports, briefings and presentations
- Native-level written English
- Solid communication skills
- Advanced computer literacy including excellent PowerPoint skills

Highly desirable

- Knowledge of EU policy and regulatory frameworks on pharmaceuticals and medical devices
- Knowledge of quantitative and qualitative research methodologies
- Knowledge of other EU languages than English
- Previous work experience in a patient organisation or other public health non-governmental organisation in the relevant fields.

PERSONAL QUALITIES AND ATTRIBUTES

- Ability to work collaboratively within a diverse, multicultural team
- Ability to manage a complex workload, to plan and prioritise effectively
- Understanding the importance of working within a remit and being accountable to elected officials and the membership
- Ability to implement EPF's core values in your work
- Ability to be politically impartial in the application of duties

KEY INTERFACES

Internal

- Director of Policy
- Senior Policy Adviser
- Policy Officer

External:

- EPF member organisations

- External health policy stakeholders, including health NGOs and policy-makers
- Members of the European Parliament and their assistants
- European Commission

WE OFFER

- A friendly, dynamic, and multi-cultural team and international working environment
- An opportunity to gain hands-on experience on EU health policy and advocacy work working for a highly respected organisation
- A full-time contract of 1 year with possibility of renewal
- A monthly gross salary of between €2.200-€2.441 month depending on experience, coupled with various benefits: lunch vouchers, end of year bonus, transportation offered in line with our internal policy, health care (hospitalisation and ambulatory care) and pension insurance, additional holiday, flexible working conditions, working from home allowance

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 Policy Assistant”**)

The deadline for applications is **8 October 2021, 23:59 CET** 23:59.

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.