

The European Patients' Forum (EPF) is recruiting a

**Vaccination Initiative Coordinator**

Deadline for applications: 31 January 2020

Starting date: ideally February 2020

Full-time (100%) position, fixed term position

Location: EPF Office, 180 Chaussée d' Etterbeek, 1040 Brussels

The Vaccination Initiative Coordinator will be in charge for managing the successful delivery of a project on patients' uptake and confidence in vaccination

## 1. BACKGROUND

The European Patients' Forum (EPF) was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level, and. EPF reflects the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and related care. EPF's strategic goals focus on areas such as health literacy, patient-centred healthcare design and delivery, meaningful patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

## 2. PURPOSE OF THE ROLE

The Vaccination Initiative Coordinator is responsible for the management of a vaccination project initiated by DG SANTE for which EPF is the leading partner. The role involves producing/overseeing the production of recommendations and digital tools on vaccination in collaboration with 4 other partners and organising 3 regional workshops.

### 3. KEY AREAS OF RESPONSIBILITY

- Coordinating EPF's contribution to the vaccination project;
- Drafting project outputs;
- 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, decision-makers...);
- Acting as an interface between EPF and project partners;
- Maintaining an overview of progress and financial expenditures of the project under his/her responsibility (financial management);
- Ensuring timely and accurate submission of project technical and financial reports;
- Responding to external requests on the project under his/her responsibility.

#### 3.1 ADDITIONAL TASKS RELATED TO PROJECT MANAGEMENT

- Supporting with proofreading of project deliverables;
- Liaising with the EPF Policy Team and relevant colleagues on a regular basis to ensure the vaccination initiative outcomes are integrated into EPF's broader work;
- Ensuring the dissemination of project-related work, in cooperation with the Communications team.

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

### 4. KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

#### Essential

- A Bachelor's degree in European Affairs or other relevant field
- 3 years' experience of project management or advocacy work at European level
- Excellent capacity for analysis and writing clear and concise briefings and recommendations
- Native-level written and spoken English
- Excellent communication and presentation skills
- Advanced computer literacy
- Strong planning skills

#### Desirable

- Knowledge of health policy, in particular EU health policy

- Knowledge of vaccination policies
- Knowledge of the EU Institutions
- Experience of working in a non-profit, non-governmental organisation
- Experience of working with patients
- Working knowledge of other EU languages in addition to English

## 5. PERSONAL QUALITIES AND ATTRIBUTES

- Ability to work independently with minimal supervision
- Ability to manage a complex workload, to plan and prioritise effectively
- Ability to work within a diverse and multicultural team
- 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

### Special conditions

- Willingness to travel occasionally
- Willingness to work unsociable hours occasionally with reasonable notice

## 6. DIMENSIONS

- EPF Team: 20
- Direct reports: none

## 7. KEY INTERFACES

Report to: Director of Policy

Internal:

- Senior Programme Manager
- Membership and capacity-building team
- Project Communication Officer
- Events Officer
- Finance Manager

External:

- EPF member organisations

- Policy makers, European Commission
- Members of the European Parliament and their assistants

## 8. TERMS

**Term of appointment:** Fixed term employment of 18 months with possibility of extension

**Starting date:** February/March 2020

**Location of post:** EPF office, Brussels

## 9. WE OFFER

An opportunity to work in a friendly, dynamic and multi-cultural team, in an international environment;

A competitive salary depending on experience (gross salary between €2,788 and €2,958), coupled with various benefits (lunch vouchers (8 euros/day), annual bonus, transportation costs within Brussels region, health care -hospitalisation and ambulatory care- and pension insurance).

### To apply

Interested? Please submit, only via email (subject: "Application for the position of Vaccination Initiative Coordinator"), a cover letter and a CV in English, as well as two references to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) by 31<sup>st</sup> January at the latest.

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.