

**The European Patients' Forum (EPF) is recruiting a
POLICY ASSISTANT
Full-time (100%) position
CDD 24 months, with possibility of extension
Deadline: 6 November 2020 23:59
To start as soon as possible**

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 and advocacy work, in particular through regular monitoring of policy updates, events and initiatives, research tasks, preparing reports and briefings, and assisting the policy team in its engagement with external stakeholders and members. The policy assistant will also support the policy team's work on projects and communication activities as needed.

KEY RESPONSIBILITIES

- Regular monitoring of intelligence and updates on policy developments, especially related to the EU institutions
- Attending relevant external events and meetings and drafting brief reports)
- Carrying out background research for EPF's policy briefs and position statements
- Supporting the policy team in consulting the membership on policy issues
- Supporting the drafting of policy-related content for EPF's communication channels

- Supporting with preparations for external meetings, e.g. drafting speaking notes and presentations
- Supporting the planning and implementation of advocacy activities
- Supporting the policy team's involvement in EU project-related activities
- Administrative tasks for the policy team, e.g. travel and meeting arrangements

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
- Full time, CDD contract of 24 months, with possibility of extension
- A monthly gross salary of between €2,200 - €2,441.80/month depending on experience, 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.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Academic degree in European Affairs, Public Health, or other relevant field
- Knowledge of EU institutions and policy-making procedures
- 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

Highly desirable

- Prior work experience in EU affairs, policy, or advocacy, e.g. a previous internship in an EU institution
- Knowledge of EU health policy, in particular pharmaceutical policy/regulation
- Knowledge of quantitative and qualitative research methodologies
- Knowledge of other EU languages than English

PERSONAL QUALITIES AND ATTRIBUTES

- Ability to work independently following instructions
- Ability to manage a complex workload, plan and prioritise effectively
- Ability to work within a diverse and multicultural team
- Ability to implement EPF's core values in your work

- Ability to be politically impartial in the application of duties

KEY INTERFACES

Internal

- (Reports to) Senior Policy Adviser
- Director of Policy
- Policy Adviser
- Communications team

External:

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

HOW TO APPLY

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

The deadline for applications is 6 November 2020 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.