The European Patients' Forum (EPF) is recruiting a

PROGRAMME OFFICER

Salary range: €2900, - to €3100, - gross per month (depending on experience)

Full-time (100%), 1-year contract

Starting date: January 2027

Application deadline: Wednesday 25th November 2026

Interviews will take place on a rolling basis

Eligibility: Only applicants with a valid right to work in the EU/EEA will be considered

Location: EPF Secretariat, 14 rue des Deux Eglises, B-1000 Brussels, Belgium

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 over 82 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 Programme Officer will support EPF's participation in different European-funded projects and other projects within specific thematic areas (including patient engagement, education and involvement), supporting the implementation of project activities and ensuring delivery in line with agreed objectives and timelines.

KEY RESPONSIBILITIES

PROJECT MANAGEMENT

- Managing EPF's contribution to different projects (3 to 4 projects depending on the size of the projects and/or EPF's role within the projects). More specifically these projects will focus on medical devices, digital health solutions and application of Artificial Intelligence in regulatory processes;
- Ensuring the timely delivery of EPF obligations and commitments as set out in project agreements;

- Coordinating partnership management and liaising with project partners (including but not limited to academia, research institutions, regulatory authorities, industry, policymakers, consulting agencies);
- Managing patient engagement activities, including acting as an interface between EPF and patients involved in projects in close liaison with Membership Officer and colleagues supporting the implementation of patient engagement activities;
- Maintaining an overview of activity progress and financial expenditures of projects under his/her responsibility (financial management). Responsibility includes ensuring the timely and accurate submission of periodic technical and financial reports in collaboration with relevant colleagues from the finance and programme departments;
- Supporting EPF Programme Team in promoting projects visibility on social media and ensuring effective dissemination;
- Travelling for project-related meetings and other events as required (3 to 6 times per year).
- Administrative tasks (tenders and administrative procedures in line with EPF policies).

ADDITIONAL TASKS

- Liaising with the EPF Policy and Capacity Building Team on a regular basis to ensure synergies between project outcomes and EPF's policy/advocacy/capacity building work;
- Supporting the Programme Team in project development tasks, including drafting proposals, liaising with consortia partners, and preparing administrative documentation and drafting budget tables under supervision;
- Contributing to the effective functioning of the organisation by actively participating in team meetings, EPF events, and other internal activities as required. In this context, the Programme Officer may also be requested to support the wider work of the EPF Secretariat, including administrative tasks, event organisation, cross-team initiatives, and activities undertaken by other teams, as needed.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Bachelor's degree (or equivalent) in Health or Life Sciences, or another related/relevant field;
- 2-3 years' experience in the management of projects and programmes;
- Proven experience working on multi-stakeholder projects (NGOs, industry, academia, etc.).

Highly desirable

- 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;
- Solution-oriented;
- 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;
- 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.

PERSONAL QUALITIES AND ATTRIBUTES

- 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.

KEY INTERFACES

Team size: 20

Internal

- (Reports to) Senior Programme Manager;
- Operations Team;
- Programme Team;
- Policy and Capacity Building Team;
- Communications Team;
- Executive Director;
- EPF Board.

External

- Projects' Governance Committees;
- Project partners (academia, research institutions, industry, consulting agencies, policymakers etc.);
- EPF Member organisations.

WE OFFER

- Full-time, 1-year contract
- 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 (value €8, employee's contribution €1.09/day per working day);
    - 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);

HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, a CV in English and 2 references, to: **recruitment@eu-patient.eu (**Subject line: **"Application for the position of Programme Officer – (Your full name)".**

The deadline for applications is 23h59, Wednesday 25th November 2026.

Please note that only candidates who currently possess the valid right to work in the European Union (EU) / EEA will be considered for this role.

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.