



EFA

European Federation of Allergy and Airways Diseases Patients' Associations

Is looking for a

Policy Officer (m/x/f)

To start as soon as possible

EFA is a vibrant alliance of European patient associations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD). EFA is dedicated to making Europe a place where people with these diseases have the right to best quality of care and safe environment, live uncompromised lives and are actively involved in all decisions influencing their health.

EFA Policy Officer will be working on EU policies related to our mission so that the needs of people with allergy, asthma and COPD are at the core or driving policy and ensuring patient participation across EFA' policy and advocacy actions, whether as individual patient experts or members. This includes topics related to environment, healthcare and research, from a patient perspective. The Officer will report to EFA Director of Policy and Communications. The Officer will have the support of the EFA Communications and Policy assistant.

The main tasks will include, but not be limited to:

- Monitoring and analysing EU policy developments related to EFA mission and objectives, communicating internally to members
- Researching for and drafting EFA positions papers for policy-makers and stakeholders
- Coordinating EFA network response to relevant EU policies
- Contributing to EFA policy campaigns and co-running the secretariat of the European Parliament Interest Group on Allergy and Asthma
- Liaising with EU policy-makers and stakeholders active in the field of public health so that EFA is present consistently and has continuous relationships in particular with the MEPs
- Representing EFA at relevant external policy events and stakeholder groups
- Contributing to the implementation of EFA policy programme by ensuring the involvement of EFA members and expert patients
- Coordinating EFA member working groups on specific topics as far as policy is concerned
- Organising related external and internal events

Candidates should have the following **obligatory** experience and skills:

- Strong background in EU policy, proven through education (European studies diploma) or previous experience within the EU institutions
- Sound knowledge of EU policy, (preferably health, environment research) as well as of the functioning of EU institutions
- At least 2 years' experience in EU policy advocacy in Brussels-based organisations
- Understanding and/or experience in non-profit organisations (preferably patient organisations)
- Perfect working proficiency in English
- Savvy in office digital technologies (i.e. MS, teleconference platforms, social media)
- Excellent communications skills, both oral and written
- Very good social and interpersonal skills, a keen sense of responsibility and initiative
- Ability to work autonomously within a small team, and with tight deadlines
- Ability to multitask, plan and prioritise a complex and diverse workload
- Availability for occasional evening/weekend work, as well as travels

The below **desirable** requirements are a plus:

- Degree in public health, law, political science or a related field
- Experience in campaigning and mobilisation
- Previous experience in a European membership or affiliate based organisation and in engaging members, whether individuals or organisations, at the national level
- Interest in allergy and respiratory diseases (specifically asthma and COPD), patient-centred healthcare system change, prevention and patients' representation
- Experience in voluntary work
- Fluency in several EFA members' languages

The Officer will receive initially a 1-year Belgium standard contract (renewable), including benefits; 13th month/bonus, lunch coupons, local travel support, pension scheme, hospitalisation insurance, with a competitive salary based on candidate's experience. Extra time due to travel or busy period will be compensated by equivalent time off. EFA is an equal opportunities employer and embraces diversity.

Please apply by sending an e-mail with the subject line "EFA Policy Officer" including your CV and a cover letter by 12th of November 2018, to: giuseppe.decarlo@efanet.org. Successful pre-screening candidates will be invited for an interview at the end of November. www.efanet.org