



EFA

European Federation of Allergy and Airways Diseases Patients' Associations

is looking for a full time (38h/week)

Policy Officer

To start as soon as possible

Are you passionate about European health policy that addresses real needs of patients?

EFA is a vibrant federation of European patients' organisations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. EFA is dedicated to making Europe a place where all people living with these diseases can access the best quality of care, live and work in safe environments, lead uncompromised lives, and are actively involved in all decisions affecting their health.

The EFA work pillars are INFORM | PREVENT | CARE. As EFA Policy Officer you will be working on European policies related to our mission to ensure that the needs of people with allergy, asthma and COPD are at the heart of policy decisions. You will be contributing to EFA advocacy on a broad range of policies such as patient involvement and participation in decision making (INFORM); air quality, climate change, food safety, tobacco control, and chemicals, (PREVENT); and healthcare, digital health, medicines and research (CARE). The Policy Officer will report to the EFA Policy Advisor, while working closely with the wider policy and communications- and projects and events and membership teams.

Your main tasks include, but are not be limited to:

- Monitoring and analysing EU and WHO European Region developments related to the EFA mission and objectives
- Contributing to the development of EFA policy positions and responses to relevant EU legislative procedures, by conducting research, drafting and editing of EFA documents
- Liaising with EFA Members through our Working Groups, updating them about European-level policy developments, collecting their input, supporting and developing their capacity in EU policy and facilitating the sharing of patient-related information and best practices
- Supporting the dissemination of EFA policy positions among European institutions and stakeholders through a variety of channels, including meetings and social media
- Contributing to the EFA engagement with relevant policymakers and stakeholders with a view to building and maintaining allergy, asthma and COPD patients' perspective, presence, reputation and partnership with institutions and agencies at the EU and WHO level
- Representing EFA at external policy events and stakeholder forums
- Helping to coordinate of the European Lung Health Group (a group of lung health stakeholders launched in 2020 to advocate at the European level) and the European Parliament Interest

Group on Allergy & Asthma channelling allergy, asthma and COPD patient needs through these partnerships

- Assisting in the organisation of related external and internal policy events

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

- Interest in allergy and respiratory diseases, patient-centred healthcare, prevention and patient participation in policy-making
- Degree in political science, European law, public health, or a related life sciences field or strong proven track record
- Minimum 2 years professional experience in EU policy and/or advocacy
- Sound knowledge of EU affairs (preferably health, environment, and research policies) as well as of the functioning of EU institutions
- Perfect working proficiency in English
- Savvy in office digital technologies (Microsoft 365 and 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 and flexibly within a small international team, and under tight deadlines
- Ability to plan and prioritise a complex and diverse workload
- Availability for occasional evening/weekend work, for work-related travels abroad, external/personal health conditions allowing

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

- Strongly desired previous voluntary or professional experience in a European membership or affiliate-based non-profit organisation and in engaging members, whether individuals or organisations, at the national level
- Experience in campaigning and mobilisation
- Experience in voluntary work
- Fluency in several EFA members' languages

The Policy Officer will receive initially a 1-year Belgium standard contract with a competitive salary based on the candidate's experience, including the following benefits: 13th month/bonus, lunch vouchers, ecochèque vouchers, value of monthly public transport pass for Brussels, pension scheme, hospitalisation insurance. Flexibility to telework based on EFA policy. Extra time due to travel or busy period will be compensated by equivalent time off. Plenty of opportunities to lead and develop depending on strengths and interests.

Please apply by sending an e-mail with the subject line "EFA Policy Officer" including your CV and a cover letter as a comprehensive single PDF document by 15th November to: policy@efanet.org.

Successful pre-screening candidates will be invited for an interview in the week of the 22nd November. Please note that due to the large number of applications only shortlisted candidates will be contacted.

Find more information on www.efanet.org and follow us on social media. We look forward to receiving your application.