



## **EFA**

European Federation of Allergy and Airways Diseases Patients' Associations  
is looking for an energetic  
**Policy Coordinator**  
**to join our dynamic team**

### **Are you interested in improving people's health across Europe?**

EFA is looking for a Policy Coordinator to advocate change for people with the most prevalent chronic diseases throughout Europe and beyond. We are a federation of 48 national patients' associations of people living with allergy, atopic eczema, asthma and chronic obstructive pulmonary disease (COPD). Together with our community of member associations in 28 countries, we advocate for access to the best quality care, for policies that allow patients to live in a safe environment, and for patient participation in decisions influencing their health.

**EFA Policy Coordinator leads the development, monitoring, analysis and response to EU and European policies and initiatives** to structurally improve the health and participation of people with allergy, atopic eczema, asthma and COPD and prevent disease. The Policy Coordinator works across EFA four multiannual programmes COMMUNITY | PREVENT | CARE | CLIMATE CHANGE and advances the advocacy activities in EFA projects strategically.

**The Policy Coordinator** reports directly to the EFA Director and manages the policy team, currently composed of a Senior Policy Advisor leading the EFA Prevention Programme, and a Policy Officer focusing on Health and Care. Together, they advance the engaging and critically important field of care and prevention policies in line with EFA's vision. Furthermore, the Policy Coordinator also works closely with lead colleagues in Programmes and Communications, contributing to the implementation of EFA projects, facilitating member involvement in EFA policy initiatives and consultations, and ensuring strong communication around EFA's policy work.

The main tasks are:

- Manage and develop EFA's Policy portfolio across COMMUNITY, PREVENT, CARE and CLIMATE CHANGE, executing the organisations' priorities, proposing strategies and managing advocacy activities with the support of the policy team members.
- Coordinate input from the diverse EFA Members Community in the development of policy tools and EFA advocacy projects, conducting policy assessments, drafting recommendations and developing campaign strategies to advocate change for allergy, asthma and COPD in Europe.
- Manage EFA's engagement on COMMUNITY, PREVENT, CARE and CLIMATE CHANGE policies and initiatives with EU policymakers (European Commission services, European Parliament committees and Council).
- Coordinate EFA's involvement in the work of the EU agencies (European Medicines Agency (EMA), European Food Safety Authority (EFSA) and European Chemicals Agency) as well as UN bodies such as WHO Europe and Codex Alimentarius Commission.
- Represent EFA at external policy events and stakeholder forums in Brussels and across Europe.
- Lead the organisation of EFA's internal and external policy and advocacy events.

- Oversee EFA's policy partnerships, such as the [European Lung Health Group](#) (an advocacy alliance of respiratory civil society), and coordinate EFA's participation in [European umbrella organisations](#) from a policy perspective.
- Collaborate with Programme and Communication colleagues to co-create and disseminate EFA's policy positions among European institutions and stakeholders.

**Interested in joining the EFA team? We are looking for the following experience and qualities:**

**Essential:**

- Interest or experience in allergy and respiratory diseases, patient-centred healthcare, public health and patient participation in policymaking,
- Master's Degree in European law, political science, public health, or a life science field
- Minimum of 6 years of professional experience in EU public affairs and European policymaking
- Team spirit and at least 2 year's experience as a line manager,
- Prior experience in health, public health, environment, and research policies, and the ability to communicate them in accessible language
- Proven experience in coordinating and executing complex and diverse workstreams
- Outstanding verbal and written communication skills in English; additional languages will be a considered a plus
- Demonstrated social and interpersonal skills, a strong sense of responsibility and initiative, and the ability to work proactively and autonomously
- High level of computer and digital literacy (e.g., Microsoft 365, Monday.com)
- Availability for occasional travel within Europe

**Desirable:**

- Professional experience in civil society organisations, especially umbrella and membership-based organisations
- Track record in multi-stakeholder facilitation, engaging with members using a bottom-up approach and collaborating with a wide variety of partners with different interests for joint advocacy and learning
- Experience in political communication, civil society mobilisation and campaigning.

We offer a **permanent Belgium standard contract**, with the option to work full time or 4/5 part time. The role includes benefits such as lunch and eco vouchers, local travel support, pension scheme, and hospitalisation and medical insurances. Salary will be competitive and based on the candidate's experience.

The position is in-person, based in Brussels at our pleasant offices near metro Madou, with regular flexibility to telework within the EU, and opportunities to travel across Europe to represent EFA.

As a learning organisation, EFA offers many opportunities for professional development based on the candidates strengths and interests. We are proud to be an equal opportunities employer; we embrace diversity, and our office is open and inclusive.

Please apply by sending your CV and a cover letter, referencing 'EFA Policy Coordinator', by Tuesday, 8th July 2025, as a single Pdf file to: [policy@efanet.org](mailto:policy@efanet.org). We will assess applications on a rolling basis. Candidates shortlisted after pre-screening will be invited for interviews starting 11th of July 2025.

Find more information on [www.efanet.org](http://www.efanet.org) and follow us on social media. We look forward to receiving your application!