



Are you passionate about delivering projects with impact and significance for patients?

EFA

European Federation of Allergy and Airways Diseases Patients' Associations

is looking for an energetic, team minded and full time (38h/week)

Prevention and Healthcare Project Manager

To start as soon as possible

EFA is a vibrant alliance of 48 European patients' organisations in 27 countries representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. EFA is dedicated to making Europe a place where people living with these diseases have access to best quality care, live uncompromised lives in a safe environment. EFA is actively involved in European prevention policies as well as in all decisions influencing the health of the patients, who we represent. EFA work pillars are INFORM | PREVENT | CARE.

As EFA Project Manager you will be responsible for the management of our diverse pan-European projects portfolio. Our projects generate patient evidence to strengthen advocacy at EU and national levels, involve patients in EU research projects, raise awareness, build capacity of the allergy and respiratory European patient community and campaign for change in care, prevention and patient participation in research.

You will join a strong and motivated programme team who will value your effectiveness in managing projects funded by the European Commission as well as European projects funded by other sources. You will be working closely with EFA policy and communication experts, to make sure EFA projects maximise our effectiveness in policy and advocacy and create value to our members. You will be reporting to EFA Programme Manager.

Your main tasks will include:

- Leading on the design and implementation of EFA projects
- Contributing your ideas to EFA project programme from proposals preparation to submission, implementation, evaluation and reporting
- Monitoring the overall project progress, ensuring quality delivery on time and in budget
- Drafting technical and financial reports, according to the donors standards and procedures
- Organising and leading a timely and relevant dialogue and communication with project partners and internal and external stakeholders
- In collaboration with our Community engagement manager ensuring the timely and relevant involvement of EFA Members and individual patients in research projects as well as in the overall EFA project programme

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

- Minimum 2 years of experience in project management including management of projects funded by the European Commission

- A genuine team player with ability to work autonomously within a small team, and with tight deadlines
- Sound experience in managing budgets
- Understanding of scientific ethos (evidence-based)
- Perfect working proficiency in English
- Experience in online facilitation of webinars and meetings
- Savvy in office digital technologies (i.e. MS, project management tools, social media)
- Excellent communications skills, both oral and written
- Very good social and interpersonal skills and hands on mentality, including, a keen sense of responsibility and initiative
- Ability to coordinate, multitask, plan and prioritise a complex and diverse workload
- Availability for occasional evening/weekend work, as well as travels

The below qualities are **desirable** :

- Degree in business, public health, law, political science, administration or a related field
- Understanding and/or experience in non-profit organisations (preferably patient organisations)
- Previous experience in translating science into lay language
- Understanding of the functioning of the European Union
- Interest in allergy and respiratory diseases, patient-centred healthcare system change, prevention and patients' representation
- Experience in funding from foundations or other private entities
- Fluency in several EFA members' languages

The position is based in Brussels (35 Rue du Congrès) with some flexibility to work from home. We offer a permanent position including benefits, such as a 13th month/bonus, lunch coupons, local travel support, pension scheme, hospitalisation and complementary health insurance, as well as a competitive salary based on candidate's experience. Extra time due to travel or a busy period will be compensated by equivalent time off.

We also offer professional development opportunities according to ambitions and desires.

EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference 'EFA Project Manager' by 12nd of May, as a comprehensive .pdf document to: projects@efanet.org.

Successful pre-screening candidates will be invited for a first interview during the week of 19th May.

Find more information on www.efanet.org and follow us on social media.

We look forward to receiving your application!