Healthy Recovery Project Manager

Application Pack

Job Description

Person Specification

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About EPHA

The European Public Health Alliance (EPHA) is a change agent – Europe’s leading NGO advocating for better health. We are a dynamic member-led organisation, made up of 78 European and national level public health NGOs, patient groups, health professionals and disease groups.

Recent examples of successfully shaping policies include setting the agenda for affordability and accessibility of human medicines, mainstreaming health in the Common Agriculture Policy, stricter CO2 emission standards for cars or reflecting key EPHA asks in the new EU4health programme, just to name a few. To find out more about EPHA and our work, please see: https://epha.org/about-us/

EPHA’s work on Healthy Recovery

The environmental and climate emergencies are major threats to public health. The systemic changes in ecological conditions and social dynamics will have far-reaching effects on human health and well-being, including through air pollution, heat waves, floods, water shortages, infectious diseases, respiratory and cardiovascular diseases, under-nutrition and mental ill-health.

The COVID-19 pandemic has revealed how our biodiversity, human and animal health are ultimately connected. Degradation of nature, polluting the air, water and soil, the emission of greenhouse gases are all causing an existential crisis for our planet. To tackle these challenges, a coherent policy approach is needed to urgently change the way our society is organised.

At the centre of these crises is the unsustainable transport sector with the related health pollutants and greenhouse gas emissions. Breathing is the most basic human function to sustain life. And yet, air pollution remains the largest environmental health risk in Europe, despite increasing awareness of the health impacts of air pollution over decades.

EPHA’s advocacy work addresses transport related, health harmful air pollution by targeting European, national, regional and city level policies in cooperation with its members and partners.
About the Role

We are seeking a highly motivated and proactive individual to support EPHA’s advocacy and policy work on the post-COVID-19 Healthy Recovery, having the European Green Deal at its centre. The successful applicant will support projects relevant for this policy field at EPHA that may include, but are not limited to, engaging with and galvanise the medical community to raise awareness about the health impacts of air pollution and actively engage key health stakeholders in an international campaign against the impacts of transport related air pollution on people’s health.

We anticipate this role will develop in line with EPHA’s work on the European Green Deal and a Healthy Recovery, with the post-holder shaping future priorities and responsibilities. This will be a full-time role, initially under a 6 months contract (renewable dependent on performance and further funding). Overarching direction and role objectives will come from EPHA’s Secretary General.

We offer the chance to join a growing international network of organisations campaigning for improving population health in Europe by reducing health inequalities and to help shape policies with huge implications for public health in Europe and beyond.

The successful candidate will have a solid track record in the management of international, especially EU funded, projects.

The post is full-time (38hr/week) and is offered in accordance with Belgian national legislation according to EPHA’s salary grade. All applicants must be qualified, eligible, and able to work in Belgium without requiring a work visa. We are unfortunately not able to provide financial assistance to relocate to Brussels/Belgium.

To apply

Please submit applications to jobs@epha.org, (1 page maximum cover letter and a 2 pages maximum CV without a picture) with Subject: “HEALTHY RECOVERY PROJECT MANAGER [YOUR NAME]”.

Please include the following two files as attachments (do not include any other attachments):
1) A CV, 2 pages maximum, with no picture, with filename SURNAME_FIRSTNAME.CV
2) A motivation letter, one page maximum, with filename SURNAME_FIRSTNAME_ML

In the motivation letter, candidates are expected to explain how their relevant experience meet the criteria listed under the ‘Eligibility criteria’.

Please note: late applications or applications that do not follow the instructions explained in the ‘How to apply?’ section will be disregarded.
Due to the high number of expected applications, we regret we can only contact those candidates shortlisted for interview.

Closing date for applications

**Wednesday 30 September 2020 18:00 CET**

Interviws

Only shortlisted candidates will be contacted for interview. Interviews will take place the week beginning 19th October. If a second round of interviews is required these will be held the week after.

Please note that only successful candidates will be contacted for interview.

Starting Date

Desired starting date is 2 November 2020 or as soon as possible thereafter

EPHA is an equal opportunities employer with a strong commitment to transparency and inclusion. People from all backgrounds are encouraged to apply and we strive for a diverse and inclusive working environment.
Job Description

Role and Responsibilities

The Healthy Recovery Project Manager will have the exciting and challenging task of contributing EPHA’s advocacy work around the European Green Deal. The project manager will occasionally assist with tasks related to supporting EPHA’s members active in the field, as appropriate.

They will ensure timely implementation of decisions and coordination of actions, and deliver capacity-building activities in line with EPHA’s work on area related to the European Green Deal. They will lead all relevant organisational and administrative tasks, ensure effective planning and assume policy and advocacy responsibilities to complement the planned’ activities.

Responsibilities include:

- **Project Management** - Responsibility for the successful delivery of EPHA projects in the field of the European Green Deal and the Healthy Recovery. This would include leading project management, implementation and administration of EPHA projects, identifying opportunities and supporting tenders for new projects, including EU funded projects; Liaison with project partners, monitoring against project and workplan objectives, budget management, timely and accurate reporting to funding bodies;
- **Coalition building** – actively reach out to and nurture EPHA’s network around the healthy recovery, build a network of health organisations that will participate in EPHA’s work ensuring that all stakeholders are kept regularly up to date on activities and opportunities, contribute to the planning of events and activities, and support the EPHA secretariat advocacy work;
- **Communication** – Drafting, editing and contributing to project communications;
- **Coordination** - Liaise and coordinate with stakeholders and partners at national and European level
- **(on-line) Event management** – support the secretariat with the organisation and management of EPHA meetings. This may involve travel outside of Brussels
- **Working closely with EPHA’s member groups** and NGO, academic, industry and government contacts and working in coalition, including participating in studies, report launches, etc.
- **Providing support for project partners**, as required.

Eligibility criteria:

- **1-3 years** relevant professional experience in project management, especially of EU-funded projects, including budget responsibility;
- **Strong, demonstrable commitment to the EPHA’s vision**;
- **Excellent organisational and problem solving skills**, meeting strict deadlines, attention to detail and coordination with international project partners;
• Fluent and confident English, excellent communication, public speaking, presentation and writing skills;
• Strong people skills including a developed sense of diplomacy;
• Independent self-starter with strong interpersonal and team-working skills;
• The ability to multi-task and to juggle different priorities;
• Enthusiastic about, and respectful of, working within a diverse community;
• Sensitivity to operating in a multicultural environment;
• Willingness to travel.

Duration:

The appointment is for an initial period of 6 months from November 2020. Depending on performance and further funding, extending the period could be possible, after May 2021.
Remuneration Package and Benefits

Job Title: Healthy Recovery Project Manager
Reporting to Secretary General
Salary: Competitive plus benefits

Benefits:
- 20 days legal annual leave\(^1\) + 5 days additional annual leave pro-rata
- 7 euros per working day in “tickets repas”
- 100 euros per month representation allowance
- 150 euros per month home office allowance
- Hospitalisation insurance (DKV)
- Pension plan (5% employer contribution)
- Contribution to local public transport if commute >5km

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\(^1\) Annual leave entitlement is calculated on basis of working days (in Belgium) from the previous year.