



EFA – The European Federation of Allergy and Airways Diseases Patients' Associations

is looking for a
Junior Project Officer

Are you passionate about projects that build evidence for patient-centred health and prevention policy and healthcare, or which advocate change for all people with allergy and respiratory diseases in Europe? Join us to develop into a project professional.

EFA is a vibrant alliance of 45 European allergy, asthma and chronic obstructive pulmonary patient associations from 26 countries and works for equal access to good quality care, safe, healthy environment and patient participation.

EFA Junior Project Officer will be working on European projects funded by the European Commission as well as European projects funded by other sources.

As a Junior Project Officer you will join EFA Projects Team and contribute to the implementation and delivery of EFA's European projects, including EU-funded projects. You will have the possibility to take responsibility/leadership on specific tasks according to your ability, interest as well as current EFA priorities.

The Junior Project Officer will initially receive a 1-year Belgium standard contract, including benefits; 13th month/bonus, lunch vouchers, monthly public transport pass for Brussels, pension scheme, hospitalisation insurance, and a competitive salary based on the candidate's experience. Extra time due to travel or busy periods will be compensated by equivalent time off.

Main tasks, duties and responsibilities:

EFA is a trusted partner in bringing the patient perspective to many project consortia involving top universities, scientific leaders, healthcare facilities and innovative companies active in the area of prevention and care for allergy and airways disease. We deliver on many EU projects funded by IMI2 and Horizon Programme. **On EU research funded projects, your role will be to:**

- **Support patient engagement** in EU-funded projects through the recruitment and coordination of patient working groups: preparing calls, developing minutes, and following up on actions.
- **Support the communication and dissemination activities** of EU funded projects including the development of the project visibility communication materials as well as the promotion of the project findings and materials through digital tools, events and social media channels. You ensure the use of lay language in external communications

- Support with preparation of project development and proposals for EU funding instruments such as Innovative Health Initiative, Horizon Europe and the EU4Health Programme.

EFA has a broad portfolio of own projects that seek the development of new scientifically validated patient-driven evidence, positioning on allergy and airways disease needs into the public debate and capacity building for Members and advocates. On EFA Projects, your role will be to:

- **Support EFA Members and individual patient engagement in EFA projects** through the coordination of EFA working groups and networks and direct communication to members
- Assists in the **implementation of EFA projects**, supporting the wider EFA team with project deliverables, with the possibility of leading in some depending on the candidate's experience
- Assists in the **development of EFA's project portfolio**, supporting the drafting of proposals, evaluation, and learning
- Assists in the **communication and visibility of EFA's projects** by developing content, materials and external and internal events, in coordination with the wider team members.
- Attending **events and workshops to represent EFA's interests** in patient advocacy and promote its activities

About your skills and experience:

Education:

- Minimum a bachelor's degree, preferably in the area of Life Sciences. Social science and management degrees are also welcome
- Good command of English as a working language, preferably proven by a B2 level diploma. Other languages are considered as a plus

Professional experience

- At least 1 year of experience in project management
- Excellent writing and communications skills
- Previous work experience in an NGO or member organisation is desirable
- An understanding of EU institutions processes and financial instruments is desirable
- Expertise using Microsoft 365 and Office and Joomla Content Management System
- Knowledge about the use of social media (Twitter, Facebook, and LinkedIn – others a bonus)

Other skills

- Demonstrated interest in health or patient advocacy
- Good social skills, a keen sense of responsibility and initiative
- Willingness to work in a small international team
- Availability for occasional evening work and travel.

Please apply by sending an e-mail with the subject line "EFA Junior Project Officer" including your CV and a cover letter as a single pdf document , **no later than 6/06/2022** to projects@efanet.org. Interviews are scheduled for the week of the 20/06/2022.

Please note that due to a large number of applications, only short-listed candidates will be contacted.

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Visit www.efanet.org for more information.