



HEAL is recruiting a Policy Coordinator

The Health & Environment Alliance is recruiting a Policy Coordinator to coordinate HEAL's advocacy activities with the EU institutions and represent HEAL at high-level meetings.

The Health and Environment Alliance (HEAL) is a leading European not-for-profit organisation addressing how the environment affects health in Europe. With the support of more than 75 member organisations, representing health professionals, patients, citizens, women, youth and environmental experts, HEAL helps to bring independent expertise and evidence from the health community to different decision-making processes (website: www.env-health.org).

If you would like to be part of a growing, committed, European team, here is your chance.

Job description and application procedure:

HEAL is looking for a dynamic and experienced candidate who will promote EU legislative change and better implementation of laws in order to prevent death and ill-health from a range of environmental threats, including air pollution, chemical exposure and climate change.

S/he will also work to raise the political profile of issues and policies on climate, energy and environment that will boost health in the European Union and beyond.

The successful candidate will collaborate on a daily basis with HEAL's large network of health and medical professionals' member organisations and partners, scientists, media contacts, climate, energy and environmental groups, including Green10, the group of the ten largest environmental NGOs based in Brussels.

The position is a new one. The Policy Coordinator will report to the Executive Director, and work closely with the Director for Strategy and Campaigns.

Main responsibilities:

- Coordinating HEAL's overall policy input into decision-making processes on issues defined by HEAL's strategic action plan and annual work programmes
- Taking a lead on advocacy for specific policy dossiers (depending on the candidate's background)
- Representing the views of HEAL to the EU institutions e.g. in Green10 meetings, and building up HEAL's network of institutional contacts
- Keeping abreast of EU and national policy developments and flagging up advocacy opportunities for members and partners
- Supporting HEAL's staff and member organisations in strengthening their policy and advocacy capacity and effectiveness
- Chairing staff meetings and ensuring good information flow between team members
- Preparing narrative reports to HEAL's Executive Committee, members and funders
- Generating inputs from the policy team for funding applications, in close collaboration with the Executive Director and the Director for Strategy and Campaigns
- Contributing to HEAL communication materials (e.g. newsletter, website, press work)

Candidate profile:

- University degree in public health, environmental or European studies, or social sciences
- Minimum three to five years relevant professional experience, including policy advocacy at EU level
- Ability to quickly synthesize facts and scientific discussions for a policy/layperson audience, excellent writing skills
- Fluent written and spoken English; and proficiency in another EU language
- Excellent communication and interpersonal skills, team player, flexibility, and reliability
- Ability to take initiative and generate ideas, and work under deadlines
- Experience in the non-governmental sector desired



Job ad – Policy Coordinator

This full time position (100%, 5 working days) is based at the HEAL Secretariat in Brussels. We offer a competitive salary and extra benefits. Start date: as soon as possible.

To apply, please send a letter of motivation and your CV to anne@env-health.org by 3 Sept 2017.

Subject line: Application Policy Coordinator

The letter of motivation should detail why you are interested in the position, why you want to work for a public interest environmental health organization and how your skills and experience are relevant to the job.

Please note that only shortlisted candidates will be contacted.

For any questions please contact Anne Stauffer, Director for Strategy and Campaigns, at +32 2 234 3643, email: anne@env-health.org