

EU Research Projects Coordinator

Brussels, Belgium

The Health and Environment Alliance (HEAL) is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond (www.env-health.org).

Science to policy translation has been one of HEAL's core activities since the organisation's founding in 2003. We have a longstanding and diverse track record on the communication of evidence-based information and their significance for policy making to various target audiences, and have provided expertise to EU-funded research projects for over a decade.

The position of EU Research Projects Coordinator is a new position at HEAL's Secretariat in Brussels, responding to HEAL's increased involvement in EU research projects on chemical pollution, microplastics, air quality and climate (see HEAL's research webpage for more details – FREIA, ATHLETE, ENBEL, POLYRISK).

We are looking for an enthusiastic, well-organised individual to coordinate our involvement in the various projects in which we are active. The successful candidate will contribute to translating project developments and research results into communications and policy content that supports implementation of the EU Green Deal.

The successful candidate will work closely with the HEAL Executive Director and several HEAL team members across the thematic areas, as well as with external partners.

Main tasks and responsibilities include:

- Establish processes, tools and planning to coordinate input from the HEAL team input various EU research projects
- Ensure the timely implementation and reporting of deliverables
- Lead on narrative and financial reporting
- Support science to policy communication and strategic outreach to various target audiences
- Represent HEAL at research project meetings and related-external events

Skills and Experience:

Required:

- University degree in project management, public health, social sciences or similar
- A minimum of 3-year relevant work experience in EU research or project coordination
- Native or equivalent English speaker. Fluency in another European language an asset
- Excellent organisational and multitasking skills and ability to respond effectively to deadlines

Desired:

- Understanding of research projects setup and implementation
- Interest in environmental health and disease prevention opportunities in EU policy-making

Employment contract

This position is full time for one year, with the possibility of renewal, based at the HEAL Secretariat office in Brussels, Belgium. HEAL offers a competitive NGO salary and extra benefits.

Working from home is the norm until national measures in place to protect health against the spread of COVID-19 are lifted.

Start date: January 2022.

Application Procedure:

To apply, please send your CV and a one page letter of motivation to Anne Stauffer, HEAL Deputy Director at anne@env-health.org. The letter of motivation should detail why you are interested in the position, why you want to work for HEAL and how your skills and experience are relevant to our work.

Please note that only short-listed candidates will be contacted.

Deadline: 12 November 2021, 24:00 CET

Online interviews foreseen to take place in the week of 22 November 2021, subject to confirmation with shortlisted candidates.

The Health and Environment Alliance (HEAL) is the leading not-for-profit organisation addressing how the environment affects human health in the European Union (EU) and beyond. HEAL works to shape laws and policies that promote planetary and human health and protect those most affected by pollution, and raise awareness on the benefits of environmental action for health. HEAL's over 90 member organisations include international, European, national and local groups of health professionals, not-for-profit health insurers, patients, citizens, women, youth, and environmental experts representing over 200 million people across the 53 countries of the WHO European Region.

As an alliance, HEAL brings independent and expert evidence from the health community to EU and global decision-making processes to inspire disease prevention and to promote a toxic-free, low-carbon, fair and healthy future. HEAL is independent of any political party or commercial interest. The alliance receives funding from the European Union, governments and private foundations as well as through membership contributions. We do not accept funding from sources with commercial interests (www.env-health.org).