



Job description – Country Engagement Coordinator (Climate and Air)

Reporting to: Deputy Director.

Purpose of the role: The Country Engagement Coordinator (Climate and Air Quality) is responsible for supporting HEAL's country-level activities in Poland, Turkey and the Western Balkans, leading country-level health engagement activities for clean air in priority countries and leading HEAL's involvement for knowledge translation and stakeholder engagement in the EU-funded CATALYSE project. This involves working closely alongside the Deputy Director to coordinate in-country programme activities on climate, energy, clean air and health, developing and implementing external engagement strategies and building a strong network of partners to achieve advocacy goals.

Key duties:

Coordination and guidance

- Coordinate in-country activities on national priorities in Poland and Turkey
- Provide guidance to in-country offices (Poland, Turkey, Western Balkans) for the implementation of programme activities
- Develop and maintain a strong collaboration with HEAL members and health partners in priority countries on relevant topics
- Keep oversight of in-country programme activities to identify interlinkages with HEAL's main activities at EU level

External engagement and capacity-building

- Develop and implement relevant external engagement strategies at the national level to support in-country activities
- Support the development of advocacy materials and lead on advocacy activities to relevant stakeholders
- Organise capacity-building activities for health groups in priority countries

Organisational development

- Help foster a continuous learning environment at HEAL

- Contribute to HEAL's fundraising efforts and lead HEAL in meeting its reporting obligations on in-country activities
- Participate actively in HEAL meetings and HEAL general assembly, including reporting to climate and air cluster

Person specification

Required skills, knowledge and experience

- Qualification or equivalent professional experience in programme or project management or any other relevant field
- At least 5 years of experience in a programme management or network coordination role within an NGO setting
- Experience implementing and managing in-country programmes
- Experience leading non-governmental engagement efforts
- Experience in writing reports to funders, and developing new grants with funders
- Ability to synthesize a large amount of information into concrete needs and action steps
- Ability to engage in strategic thinking and planning
- Strong project-management skills and attention to detail
- High proficiency in written and spoken English
- Excellent interpersonal skills
- Demonstrable experience of working well in multi-disciplined/cross-functional team
- Good computer skills
- Commitment to HEAL's values and mission

Desirable skills, knowledge and experience

- Expertise in the areas of health, climate or air quality
- Experience in leading non-governmental engagement efforts in the areas of health, climate or air quality
- Experience in events planning and organisation
- Knowledge of additional European languages