



Job description – EDC-Free Europe Coordinator

Reporting to: Programme Lead, Health and Chemicals

Purpose of the role: The EDC-Free Europe Coordinator is responsible for the EDC-Free Europe secretariat hosted by HEAL, and coordinates its campaign and advocacy activities, with support from the Programme Lead, Health and Chemicals, and the HEAL communication team. The secretariat provides effective planning and implementation of the campaign's advocacy activities, which includes monitoring and strategic analysis of relevant EU and national policy processes, leading membership development and stakeholder engagement, and representing the campaign externally.

Salary range: C

Key duties:

Campaign planning and coordination

- Serve as the primary point of contact of the EDC-Free Europe secretariat and manage the secretariat's day-to-day activities
- Coordinate internal and external meetings and representations to the campaign
- Organise the EDC-Free Europe annual meeting
- Manage, coordinate and document the campaign's work plan, and monitor progress on deliverables
- Manage and coordinate record-keeping and reporting on the campaign's work

Campaign strategy development and capacity building

- Collaborate with campaign partners to further develop strategic planning and maximise results on ongoing policy and legislative revisions
- Keep abreast of developments in European and national policies relating to EDCs and point out advocacy opportunities for members and partners
- Identify and support the initiatives of campaign partners and build their capacity and effectiveness in policy and advocacy

Communication and outreach

- Develop information about the campaign EDC-Free Europe, press, advocacy materials, such as briefings, letters, social media content in close collaboration with the HEAL communication manager

- Represent the views of the EDC-Free Europe campaign to the EU institutions, national policy makers and stakeholders, at the request of partners, and create a network of institutional contacts and with civil society

Strategic programme and organisational development

- Participate in HEAL organisational meetings and HEAL's annual general assembly, and present on the work of the EDC-Free Europe campaign
- Contribute to fundraising efforts and lead on reporting obligations for the EDC-Free Europe campaign secretariat grants
- Undertake any other relevant duties and projects delegated by the Programme Lead, Health and Chemicals in line with the responsibilities of the post

Personal specifications

Required skills, knowledge and experience

- Qualification or equivalent professional experience in programme or project management or any other relevant field
- At least 3 years of experience in a programme management or network coordination role within an NGO setting
- Expertise in the areas of chemical and pesticide pollution, especially regarding EDCs or similar environmental health issues
- Good understanding of the EU regulatory processes
- Ability to synthesize a large amount of information into concrete needs and action steps and attention to detail
- Ability to engage in strategic thinking and planning
- High proficiency in written and spoken English
- Excellent interpersonal skills and the ability to engage with, and influence others across a team and organisation
- Demonstrable experience of working well in multi-disciplined/cross-functional team
- Good computer skills
- Commitment to HEAL's values and the mission of the EDC-Free campaign

Desirable skills, knowledge and experience

- Experience in events planning and organisation
- Knowledge of additional European languages