



Job description – Environmental Health Policy Specialist, Poland

Reporting to: Director, HEAL Poland.

Purpose of the role: The Environmental Health Policy Specialist supports the implementation of advocacy and campaign activities of the HEAL programme in Poland (“HEAL Poland”). This involves working closely with HEAL members and partners and representing HEAL in collaboration spaces with other civil society organisations, keeping abreast with key policy and network developments (especially on air quality, climate, energy and chemicals), and engaging with local and national policymakers and other key stakeholders to promote HEAL positions and call on them to enact evidence-based, health protective policies.

Salary scale: C

Key duties:

Advocacy and campaigning

- Develop and implement advocacy and campaign plans, activities and materials on key HEAL Poland files, under the guidance of the Director, HEAL Poland
- Develop advocacy arguments and engage with local and national policymakers and other key stakeholders to promote HEAL positions in decision-making processes
- Contribute to the development of advocacy and campaign materials as per HEAL Poland priority needs (letters, statements, advocacy interventions)
- Monitor policy developments and political processes in areas of interest and identify opportunities and propose activities as they arise
- Synthesise reports and data, and write backgrounds and summaries on policy developments, key political junctures, for internal use, for HEAL reports and briefings, and for network engagement

Network engagement

- Engage Polish HEAL members and partners on key HEAL Poland files, under the guidance of the Director, HEAL Poland
- Conduct outreach to new health organisations based in Poland to strengthen and increase the network and engagement
- Represent HEAL Poland in civil society forums and coalitions, at events, and contribute to activities on behalf of HEAL Poland
- Support HEAL Poland’s capacity-building activities

Policy

- Monitor relevant science and research which could be used in HEAL positions and advocacy
- Carry out policy research, analysis and scoping as per the needs identified in the programme
- Monitor relevant scientific developments in relation to the HEAL Poland's priorities

Organisational development

- Help strengthen the information flow and collaboration between HEAL Poland and the HEAL Secretariat on advocacy and engagement
- Help with HEAL's reporting obligations to funders
- Help foster a continuous learning environment at HEAL
- Actively participate in HEAL meetings and HEAL general assembly
- Undertake any other relevant duties and projects delegated by the HEAL Poland Director in line with the responsibilities of the post

Person specification

Required skills, knowledge and experience

- Master's degree in public policy, political science, public health, public affairs or related subjects, or comparable professional experience
- At least 5 years of advocacy, campaigning and/or policy experience, in an NGO setting
- Experience in developing and implementing successful advocacy plans
- Experience in drafting advocacy materials and liaising with decision makers
- Good understanding of Polish policy-making processes and interest in advocacy
- Excellent analytical and implementation skills
- Native level proficiency in Polish, with excellent writing skills
- Strong public speaking and presentation skills
- High proficiency in written and spoken English
- Excellent interpersonal and influencing skills
- Ability to establish and maintain strong and broad stakeholder relationships
- Adaptability, high level of autonomy, good organisational skills
- Ability to travel
- Commitment to HEAL's values and mission

Desirable skills, knowledge and experience

- Experience in environmental health advocacy, especially on climate, energy and air quality issues, and pesticides and/or chemicals
- Knowledge of additional European languages