

## About us

The **European Society for Paediatric Oncology (SIOPE Europe, or SIOPE)** is the only pan-European organisation representing researchers and healthcare professionals working in the field of childhood cancers. With more than 2000 members across 36 European countries, SIOPE Europe is leading the way to ensure the best possible care and outcomes for all children and adolescents with cancer in Europe.

## JOB DESCRIPTION

JOB TITLE	Policy Officer
JOB LEVEL	Entry- to Mid-level
DEPARTMENT	Policy Affairs
LOCATION	Brussels, Belgium

JOB OBJECTIVE	<p>The SIOPE Europe Policy Officer will contribute to implementing the organization's European policy strategy across three main pillars:</p> <ul style="list-style-type: none"> <li>• Advocating towards European Union (EU) and other European policy stakeholders</li> <li>• Upholding the visibility of the organization on the EU policy arena</li> <li>• Coordination of EU policy events and projects</li> </ul>
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> <li>• Develop content for advocacy letters, position papers, and policy presentations</li> <li>• Coordinate inputs of the SIOPE Europe Board and key partners into advocacy campaigns, policy statements, and EU consultations</li> <li>• Liaise with key external stakeholders on the EU policy arena</li> <li>• Coordinate policy events</li> <li>• Coordinate policy-related meetings and provide regular updates to the SIOPE Europe Steering / Policy Committee</li> <li>• Monitor opportunities to engage in EU policy projects of relevance to the organization</li> <li>• Coordinate EU policy-related projects</li> </ul>

<p>DESCRIPTIONS OF THE RELATIONSHIPS</p>	<ul style="list-style-type: none"> <li>• Reporting to: <ul style="list-style-type: none"> <li>▪ SIOPE Europe Director of Policy Affairs (day-to-day)</li> <li>▪ SIOPE Europe Chief Executive Officer</li> </ul> </li> <li>• Close collaboration with: <ul style="list-style-type: none"> <li>▪ SIOPE Europe Director of Policy Affairs</li> <li>▪ SIOPE Europe Communication Coordinator</li> <li>▪ SIOPE Europe Projects Coordinator</li> </ul> </li> </ul>
<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none"> <li>• Very good written and verbal communication skills in English, other languages an asset</li> <li>• Strong and enthusiastic communicator</li> <li>• Capacity to interact and build strong relations with a diverse/multi-cultural members/stakeholders/colleagues.</li> <li>• Administrative and computer skills, including good knowledge of MS Office, Internet, email technologies.</li> <li>• Ability to take initiative, prioritize and work under set deadlines</li> <li>• Ability to function accurately and efficiently in a multi-task work environment</li> <li>• Ability to work independently and in team</li> </ul>
<p>PROFILE &amp; EXPERIENCE</p>	<ul style="list-style-type: none"> <li>• At least 2 years professional experience in EU affairs in roles pertaining to policy, advocacy, public affairs, or communications, preferably but not necessarily in the health sector</li> <li>• Good understanding/ working knowledge of European Institutions and procedures</li> <li>• Previous experience with European Commission Projects are advantageous</li> <li>• Knowledge of healthcare, cancer issues and oncology is an asset</li> <li>• Experience in the not-for-profit sector is an asset</li> <li>• Willing to travel on limited scale (in Europe)</li> <li>• Applicants must provide a work permit valid in Belgium.</li> </ul>
<p>WE OFFER</p>	<ul style="list-style-type: none"> <li>• Learning and development opportunities within a leading scientific society / healthcare professional association</li> <li>• A friendly multi-cultural work environment</li> <li>• Competitive compensation and benefits</li> <li>• Hybrid working arrangements as part of Brussels-based position</li> </ul>
<p>HOW TO APPLY</p>	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email: <a href="mailto:samira.essiaf@siope.eu">samira.essiaf@siope.eu</a> with cc to Ms. Olga Kozhaeva: <a href="mailto:olga.kozhaeva@siope.eu">olga.kozhaeva@siope.eu</a></p> <p>Deadline: 01 October 22</p>
<p>Created on</p>	<p>07 September 2022</p>