

JOB DESCRIPTION

JOB TITLE	Junior Policy Coordinator, European Society for Paediatric Oncology (SIOPE Europe)
JOB LEVEL	Junior Coordinator
DEPARTMENT	Policy Affairs

JOB OBJECTIVE	<p>The SIOPE Europe Jr Policy Coordinator will support the implementation of the organization's European policy strategy across three main pillars:</p> <ul style="list-style-type: none"> • Advocating towards European Union (EU) and other European policy stakeholders • Upholding the visibility of the organization on the EU policy arena • Coordination of EU policy projects and events
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"> • Draft content for SIOPE-E advocacy letters, position papers, and policy presentations • Coordinate inputs of the SIOPE-E Board and key partners into advocacy campaigns, policy statements, and EU consultations • Liaise with key external stakeholders on the EU policy arena • Organise policy events in coordination with the SIOPE-E Policy Administrator • Coordinate policy-related meetings and provide regular updates to the SIOPE-E Steering / Policy Committee • Monitor opportunities to engage in EU policy projects of relevance to the organization • Coordinate EU policy related projects
DESCRIPTIONS OF THE RELATIONSHIPS	<ul style="list-style-type: none"> • Reporting to: <ul style="list-style-type: none"> ▪ SIOPE-E Director of Policy Affairs (day-to-day) ▪ SIOPE-E Chief Executive Officer • Close collaboration with: <ul style="list-style-type: none"> ▪ SIOPE-E Director of Policy Affairs and SIOPE-E Policy Administrator ▪ SIOPE-E Communication Coordinator ▪ SIOPE-E Events and Marketing Coordinator

<p>SKILL SPECIFICATIONS</p>	<ul style="list-style-type: none"> • Very good written and verbal communication skills in English, other languages an asset • Strong and enthusiastic communicator • Capacity to interact and build strong relations with a diverse/multi-cultural members/stakeholder/staff base. • Administrative and computer skills, including good knowledge of MS Office, Internet, email technologies. • Ability to take initiative, prioritize and work under set deadlines • Ability to function accurately and efficiently in a multi-task work environment • Ability to work independently and in team
<p>PROFILE & EXPERIENCE</p>	<ul style="list-style-type: none"> • 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 • Good understanding/ working knowledge of European Institutions and procedures • Previous experience with European Commission Projects are advantageous • Knowledge of healthcare, cancer issues and oncology is an asset • Willing to travel on limited scale (in Europe) • Applicants must provide a work permit valid in Belgium.
<p>EXTRA INFORMATION</p>	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email: samira.essiaf@siope.eu</p> <p>Deadline: 14 March 2021</p>
<p>Created on</p>	<p>10 February 2021</p>