

Full-time vacancy – One year fixed-term contract Policy Assistant

About EuroHealthNet

EuroHealthNet is the European Partnership for health, equity, and wellbeing. It consists of over 60 bodies from European countries responsible for public health and health promotion in Europe. From our office in Brussels, we coordinate policy, advocacy, research and capacity building activities which help address health inequalities and positively affect the determinants of health. There are currently 20 highly-skilled colleagues in the office plus rotating internships, all of whom contribute to an active, diverse and dynamic work environment. You can read about our work at www.eurohealthnet.eu.

About the position

EuroHealthNet's activities take place across three complementary platforms covering policy, practice and research. A core management and administration team unifies and builds connections between the platforms. Within the core team, communications activities amplify the messages and expertise of the EuroHealthNet Partnership.

The successful candidate will be part of EuroHealthNet's Policy Platform, whose main objective is to monitor and influence national and European policies relating to health, health equity, social rights and the wider determinants which affect health and wellbeing. It advocates for policies and approaches which are based on evidence and good practice. This platform supports cross-sectorial and joined-up policy making. Our Policy Platform helps those working in health promotion understand and respond to policy changes, to therefore make their voices heard at European levels.

The Policy Assistant will work in the Policy Platform which is supervised by the Policy Manager. The Policy Assistant will mainly report to the Policy Coordinator, who (s)he/they will primarily support **in conducting our 2023 analysis of the European Semester process**.

The Policy Assistant will also support the Policy Manager and the Policy Platform in general, and with other activities as identified in our annual Policy and Advocacy Action Plan.

Responsibility

The successful candidate will:

- **Assist** the Policy Coordinator with our 2023 analysis of the European Semester process analysis of the implementation of the Recovery and Resilience Facility. This process includes
 - analysing EuroHealthNet's Annual Semester reports over the last years, including a literature review on the European Semester.
 - considering the implementation of the Recovery and Resilience Plans from a health equity perspective.
 - taking stock of the health and social equity progress achieved.
 - contributing to the publication of a journal article to stimulate policy-research dialogues and engage with members and Member state authorities.
- **Support** the Policy Manager and the Policy Platform in general by
 - Monitoring and analysis of relevant EU policies and regulations and their impact on public health settings, health equity, and the wider determinants of health.
 - Gathering intelligence, mapping stakeholders, conducting background research and developing initial drafts of key Policy Platform content, such as policy briefings and factsheets. The candidate will support making that content attractive and relevant to targeted policymakers and other stakeholders.
 - Contributing to the organisation of policy exchanges with policy makers and members, seminars and conferences, webinars and workshops.
 - Supporting various ongoing advocacy and communication activities such as drafting policy letters and follow-ups, as well as input to EU policy consultation processes with evidence-based and members-informed content.
 - Liaising with partner organisations, EU networks and alliances and supporting the Policy Platform's participation in various European Commission's expert groups and strategic dialogues, as well as with EU civil society networks and alliances.
 - Supporting EuroHealthNet's engagement prior to and following the EU institutional renewal in 2024.

Profile

- You are educated to at least Master level in a relevant field such as social and behavioural sciences, humanities, or other environment or health-related fields.
- You have demonstrable knowledge of the policy making processes at the European level and of the EU institutions as well as a good understanding of health and social policies.
- You are advocacy savvy, are aware of different policy/political dynamics, are diplomatic yet able to make your voice and stand heard.
- You have excellent written and verbal communication skills in English (native speaker level), and have proven experience in writing articles, reports and policy papers (in English). English writing skills will be tested during the interview. Other European languages are a plus.
- You can deliver high-quality results in a timely fashion and are comfortable working on your own as well as in teams.
- You can demonstrate good organisational skills and sense of priority setting; ability to work on multiple tasks simultaneously to meet rapidly changing requirements of the EU policy environment and different deadlines.
- You have a proactive mind-set, pragmatic approach to problem solving and are willing to take the initiative.
- You are proficient in using Microsoft Office tools, including Microsoft Teams, SharePoint and other virtual collaboration tools.
- You have very good interpersonal skills and are a teamplayer; the ability to work in a small, busy, international team, while also being able to work autonomously with minimum supervision when needed are valued.
- Experience of living in different contexts across Europe and social, cultural and political differences is desirable.
- You are willing to travel within Europe when required (and permitted).

Practicalities

This position is offered according to Belgian national legislation. It is an **offer for a full-time position of 38 hours per week with a fixed-term contract of one year**. There is a possibility of obtaining an extension or a permanent contract afterwards.

For this position, the monthly gross salary ranges between €2,500 and €2,800 depending on experience and qualifications, and will also include benefits such as meal vouchers, financial

support towards the use of public transport to work, and hospital insurance.

All applicants must be qualified, eligible and able to work in Belgium. We are unfortunately not able to provide financial assistance to relocate to Brussels or Belgium.

The post will combine in-office and remote work, as well as occasional travel within Europe – depending on health security regulation. The successful candidate will be supplied with necessary materials to work remotely, as required (e.g., laptop).

We value diversity and inclusivity

Diversity is a core value of EuroHealthNet. We are passionate about building and sustaining an inclusive and equitable working and learning environment. Every member on our team enriches our diversity by exposing us to ways to understand and engage with the world, identify challenges, and to design and deliver solutions. We offer a flexible working environment, in line with our gender, diversity, and inclusion strategy, and reasonable accommodations will be made for people who identify as living with a disability.

Specific measures are taken to eliminate (unconscious) bias and make the recruitment process more objective. These include anonymising applications during the initial selection; using a point-based system based on the job criteria for rating applications and interviews; making sure all applicants are asked the same interview questions; and offering an opportunity to receive personal feedback to all applicants.

This is an important post for us. Please do not hesitate to apply, also if you do not fulfil all selection criteria.

Applications

Applicants should send an email to Chris Russ, Operations Assistant (c.russ@eurohealthnet.eu), with the following subject line: “Policy Assistant Vacancy”.

Please include the following two files as attachments (do not include any other attachments):

1. Your **CV**, with its filename: LASTNAME_FIRSTNAME_CV
(Please do not include personal details such as your picture, personal situation or birth date)
2. A **motivation letter**, 1-page maximum, with filename: LASTNAME_FIRSTNAME_ML

Please note that applications that do not follow the above instructions will be disregarded. The closing date for applications is **Friday June 30th, 2023 (midnight CET)**.

Interviews (preferably in person, but online is possible) with short-listed candidates will be held beginning of July. We expect the successful candidate to start as soon as possible, ideally as of September, 1st.

Thank you for your interest in EuroHealthNet!



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