

POLICY AND PROJECTS ASSISTANT

JOB DESCRIPTION

- Title:** Policy and Projects Assistant
- Purpose:** To support EHMA's policy and project work by contributing to the research, coordination and delivery of activities across its portfolio of European health initiatives.
- Support:** This post reports to the Project Manager
Works across EHMA's policy and project activities, supporting colleagues responsible for their delivery.
- Terms:** Full time, fixed-term (6 months) internship contract (CIP – Convention d'Immersion Professionnelle) based in Brussels and subject to Belgian law with a compensation of **€1,200 per month**. Public transport allowance is also provided.

The post requires regular presence in EHMA's Brussels office, normally four days per week. Candidates must have the legal right to work in Belgium for the duration of the internship and must be based in Brussels or able to relocate to Brussels at short notice.
- Benefits:** We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, and clear goals and milestones, to make sure you have the support, skills and knowledge to succeed.

KEY RESPONSIBILITIES

1. Support policy research and analysis, including desk research, monitoring relevant policy developments, reviewing evidence and preparing summaries, briefings and background materials.
2. Contribute to the development of policy and project outputs, including reports, policy recommendations, briefings, presentations and other written materials.
3. Support the coordination and delivery of EU-funded projects, including maintaining project documentation and trackers, organising meetings, following up actions and supporting other project activities as required.
4. Support the organisation and delivery of workshops, meetings and other online and in-person activities, including coordinating participants and speakers, preparing materials, supporting logistics, taking notes and following up agreed actions.
5. Support stakeholder engagement across policy and project activities, including stakeholder research and mapping, consultations, interviews, Communities of Practice and communication with project partners and external stakeholders.
6. Support the development of project proposals and funding applications through research, coordination and administrative support, with opportunities to contribute to proposal content where appropriate.

PERSON DESCRIPTION

ESSENTIAL MINIMUM CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, vision and values.
- Adhere to EHMA's policies and procedures.
- Fluency in English, spoken and written.
- Strong writing and communication skills.
- Provision of outstanding customer service to our members, board, and stakeholders.
- Ability to manage and prioritise workload and meet deadlines.
- Ability to work flexibly, manage competing priorities, and handle multiple tasks.
- Maintain positive and constructive working relationships across teams.
- Have a can-do attitude and be solution focussed.
- Commitment to continuous professional development.
- Maintain confidentiality and comply with data protection requirements.
- Adhere to all internal and external policies and procedures and contribute to their ongoing development.
- Have regard for personal health and safety and that of others.
- Ability to travel across Europe and occasionally beyond, including overnight and multi-day travel.
- Sound knowledge of Microsoft Office and SharePoint.

Policy and project competencies

- Strong research and analytical skills, with the ability to identify relevant information, understand it quickly and summarise it clearly and accurately.
- Ability to conduct desk research, review evidence and monitor relevant policy developments.
- Ability to draft clear, concise and well-structured policy and project materials, including briefings, summaries, meeting notes and reports.
- Ability to support the coordination of projects, including maintaining documentation and trackers, monitoring actions and supporting timely delivery of activities.
- Ability to support the organisation and delivery of meetings, workshops and stakeholder activities, including preparation, coordination, note-taking and follow-up.
- Ability to undertake stakeholder research and mapping and support engagement with project partners, experts and other external stakeholders.
- Good judgement and ability to work independently on clearly defined tasks, understand what is required, follow tasks through to completion and recognise when guidance or clarification is needed.

Cultural Competencies

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- Basic understanding of the European Union, its institutions and policy-making processes.
- Basic understanding of health, healthcare, health systems and/or health policy.

DESIRABLE CRITERIA

- Previous academic, internship, voluntary or professional experience related to health, public policy, European affairs and/or project-based work.
- Previous experience supporting research, meetings, workshops or stakeholder activities.
- Familiarity with EU-funded projects or other international collaborative projects.
- Working knowledge of French or another European language.
- Master's degree in public health, health management, health policy, European studies, EU affairs, public policy, political science, international relations or another relevant field.