

Public Health & Advocacy Manager

JOB DESCRIPTION

Reports to: EASL Managing Director
Location: EASL Office in Geneva
Start date: As soon as possible
Occupation: 100%

The European Association for the Study of the Liver (EASL) is looking for its new Public Health & Advocacy Manager. EASL is a non-profit organization (NPO) with its headquarters in Geneva, Switzerland. It performs its duty under a written constitution.

About EASL

EASL was established in 1966 by a founding group of 70 European hepatologists. Over the past 50 years it has grown into a major European medical association with significant international representation and global influence. EASL currently has over 4,000 members from all continents, and the annual meeting is now the major international scientific event for liver diseases with more than 10,000 participants. EASL's core mission is the promotion of research and education concerning the liver and liver diseases. EASL runs a comprehensive portfolio of conferences, schools and related educational meetings. More recently, EASL has established a broad collection of online education and digital tools.

EASL acts as an advisor to European and national health authorities. All EASL activities and projects are coordinated and executed by the EASL office in Geneva, which currently hosts more than 30 employees across several departments. The current office covers a broad range of expertise from events management, education and publishing to marketing, finance management and public relations.

The Position

We are looking for an experienced, strategic thinking advocacy & policy professional with excellent planning skills to manage our public Health & Advocacy projects. Your role will be:

- Co-develop and manage a coherent and coordinated advocacy strategy to support EASL in its mission to grow its influence and visibility, reduce liver disease in Europe and support the hepatology healthcare and patient community.

- Establish, promote and maintain relationships with our key audiences including politicians (in the European and national Parliaments), policy makers (EU and national), and external agencies (including EMA, ECDC, EMCDDA, WHO), as well as patients associations, the EASL International Liver Foundation (EILF) and other key civil society and academic partners.
- Develop and lead a robust approach to evaluating EASL's policy, advocacy and related research activities to demonstrate the impact and value of what we do.
- Develop & lead a small team of advocacy project officers.

Planning and performance

- In consultation with the EASL Secretary general & the EASL Public Affairs Committee, develop and draft work plans and contribute to the effective development and delivery of EASL's public affairs priorities.
- Produce a wide range of high quality written outputs for various audiences including well-targeted research reports, policy briefings, newsletters, tweets, blogs and other outputs.
- Together with the EASL Public Affairs Committee, commission agenda setting publications, working with a range of partners including think tanks and academic researchers.
- Encourage and oversee the appropriate engagement of EASL Governing Board members, national societies, the wider EASL membership and the EASL management team in the development and dissemination of EASL's policy positions and research work.
- Liaise closely with other colleagues including the Head of Marketing and Communications to ensure that EASL's policy, advocacy and research programme contributes to the delivery of key strategic priorities.
- Develop, deliver and review EASL advocacy campaigns as appropriate working closely with other colleagues in the EASL team, the EU Policy Councillor and the Public Affairs Committee.
- Establish, promote and maintain relationships with politicians, policy makers, external agencies, EASL members, patients groups, think tanks and other members of the civil society sector to influence the health and research agenda of the EU, Member States and WHO to ensure the best possible operating environment for EASL and effective policies that can deliver real benefits for liver health in Europe.
- Provide the secretariat and support for EASL's Public Affairs Committee, working closely with the Chair of the group/EU Councillor.

- Provide the secretariat for the MEP Friends of the Liver interest group.
- Identify EU funding sources to support EASL's policy and advocacy work, as well as research opportunities for EASL members.
- Provide advice and support to EASL members on all matters connected with relevant EU policy and research.
- Compile and deliver the annual policy and research budget and business plan activities and KPIs alongside the EASL Managing Director and Finance Director, reporting monthly variances and forecasts to Finance and taking appropriate remedial action.
- Update job knowledge and skills by participating in continuous professional development, e.g. training, professional/trade publications, maintaining personal networks, and membership of relevant professional organisations.
- To take collective responsibility for delivering against the EASL business plan and key priorities working closely with the Managing Director and Governing Board.
- To develop an approach to evaluating EASL's public affairs activities to demonstrate the impact and value of what we do.

KNOWLEDGE, SKILLS, EXPERIENCE

Essential skills and competences:

We are looking for a candidate who has:

- A degree or post-graduate qualification in a relevant discipline (e.g. law, public health, political science, EU/International Relations, economics, government affairs, life sciences).
- At least five years working in a national, EU or global health and/or social policy role.
- Extensive knowledge of EU health, research and/or social policy including funding opportunities in this area.
- A demonstrable background in the development and project management, work plans, budgets and positions.
- Experience in evaluation management and methodology including analysing quantitative and qualitative data.
- Demonstrable experience of working in coalitions and the ability to develop and maintain constructive relationships with key partners and stakeholders.

- Proven experience with a successful track record of dealing with key influencers and policymakers.
- Excellent analytical and writing skills in English and at least one other EU language.
- Good interpersonal skills with the ability to negotiate and influence successfully.
- Strong organisational and planning skills with an eye for detail and accuracy and a proven ability to meet deadlines.
- An ability to work on her/his own initiative and self-start projects.
- An ability to work as a member of a team and inspire trust.
- An awareness of equal opportunities and different cultural environments and issues.
- Be comfortable operating in a matrix structural organization with multiple players and be an accomplished team leader to deliver projects to (sometimes challenging) deadlines.

ADDITIONAL REQUIREMENTS

The candidate must be:

- A national of one of the EEA Member States or Swiss working permit.
- Willing and able to undertake regular travel within Europe and, occasionally, beyond.
- Willing and able to work outside of office hours as the role demands.
- Participation in the EASL International Liver Congress each April is compulsory.

Contact details:

Please send your application and CV to recruitments@easloffice.eu

NB. Due to time constraints, we will only answer to the applicants that are selected for a first round of interview. Thank you for your understanding.