

Job posting:

Policy & Public
Health Coordinator

www.efort.org



EFORT, the European Federation of National Associations of Orthopaedics and Traumatology, is the platform organisation linking Europe's national orthopaedic associations. Its aims reflect the will to promote the exchange of scientific knowledge and experience in the field of prevention and both the conservative and surgical treatment of diseases and injuries concerning the musculoskeletal system.

Its mission is to work on behalf of the European Orthopaedic and Traumatology Community to restore and secure mobility, musculoskeletal health and through this, quality of life.

Its strategy focusses on four pillars that support *Education, Public Policies* with the aim to influence the European health agenda, *Harmonisation of Guidelines & Standards* as well as *Research/Investigation*.

The educational portfolio is fronted by our flagship events, the EFORT annual congresses (gathering 4,000 to 6,000 surgeons for the residential congress and over 12'000 viewers for the virtual congresses), webinars & training courses and the scientific open access review journal EFORT Open Reviews (EOR).

EFORT's ambition is also to promote awareness of the burden of musculoskeletal disease in Europe to professionals and policymakers who hold influence on the European agenda and to strive for increased prominence in research and public health activities, for the ultimate benefit of our patients and the taxpayer alike.

As part of its activities and mission, EFORT has an immediate opening for the position of:

Policy & Public Health Coordinator

Main Function:

The Public Policy & Health Coordinator will be responsible for the daily coordination of EU funded projects (Horizon2020 & Horizon Europe) and the management of other EFORT initiatives emanating from the activities of the EFORT EU Affairs Committee (e.g. White Book, Regulatory Affairs and Medical Devices,...).

Facilitate the various processes and ensure the EFORT brand is at the forefront of standards in the delivery of project programmes and initiatives.

This is an assignment role for a determined period of time (36 months), is compatible with part-time work and will cover the coordination & management of tasks related to several ongoing projects, covering:

- the translation of expert knowledge into advice for EU regulatory guidance,
- the challenges around development, introduction and clinical application of implants, and
- through targeted publications and advocacy work, the call to action in order to improve the situation of affected patients and ensure and mitigate the increasing burden of musculoskeletal disability on health care, the economy and social security systems.

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Key responsibilities include:

- Lead the coordination and implementation of EU funded activities and other ongoing projects
- Screen, analyse the feasibility of relevant opportunities for EU grant calls, gather the necessary resources, capacities and potential partners to be able to submit an application
- Maintaining the inscription of EFORT up-to-date within the various digital platforms of the European Commission
- Plan and organise the management of projects over several years (one of the current consortium projects stretches over 36 months)
- Ensure timely delivery of project milestones, tracking & reporting on project progress, reporting on results and feedback from the various groups within consortium partners and the European Commission
- Coordinate the various activities of the projects within the allocated budget and timelines, making sure that deadlines are met
- Organise and attend meetings & workshops (currently primarily virtual, with an outlook towards possible face-to-face meetings)
- Draft reports, deliverables, minutes, presentations, and other communication materials

Communication and community relations:

- Develop an integrated marketing and communication plan in liaison with other key activity departments and membership network
- Set-up reports on progress for each project and disseminate to key stakeholders, the Orthopaedic & Traumatology community and membership network
- Coordinate the promotion of the full range of projects in relation to EU Affairs and reflect the organisation's scope via selected channels (booths at exhibitions, social media, websites or any other digital opportunity)
- Produce print material, define possible press activities and select media

Qualification & experience

The successful candidate will have at least 3 years of professional experience in the management of EU funded projects and/or advocacy work within Public Health, Public Administration.

You ideally hold a degree in a relevant discipline such as European Studies, Epidemiology, Economics, Political Sciences or equivalent and you possess strong written and oral communication skills in English and French (other European language an asset).

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Additional requirements:

- You are used to work independently, multitask and handle fluctuating deadlines
- You possess the ability to engage with diverse volunteer and related groups
- You can identify, summarise and clearly report on trends, concerns and potential solutions
- You know the meaning of decision making processes within the not-for-profit environment aimed at consensus driven solutions
- You are a team player, appreciate the assets of a small team
- You are ready to challenge the complexity of joint venture projects
- You are versed in the digital platforms of the European Commission (submission, database and other registers -transparency, PIC-, etc...)
- Solid, hands-on, budget management and analytical skills
- Willing to travel

The position is based in Europe (countries within the EFORT membership network, EU member state, and countries of the Schengen area). This position is compatible with home office. It is though expected to travel on a regular basis (whenever possible) to the EFORT Head Office based in Switzerland.

How to apply:

Please send your CV, including a motivation letter and references to: hr@efort.org

Only shortlisted candidates will be contacted.