

Paid Internship at the Association of European Cancer Leagues (ECL)

Policy & Projects Intern

Organisation: Association of European Cancer Leagues (ECL)

Type of Contract: [Convention d'Immersion Professionnelle](#)

Job title: Policy & Projects Intern

Duration: 6 months (possibility to extend for a further 6 months)

Location: Brussels, Belgium

Starting date: late September/ early October 2021

About ECL

The [Association of European Cancer Leagues](#) (ECL) is one of the most prominent civil society organisations active in cancer policy at European level. ECL is the umbrella organisation of cancer leagues across the WHO European region and a driving force to advance cancer prevention, access to medicines and patient empowerment, as well as to influence EU health policies. ECL was founded in 1980 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. ECL currently unites, supports and represents 30 members, which are national and regional cancer societies, who together employ more than 8,000 people and over 300,000 volunteers. They spend more than €750 million every year to fight cancer and represent over 570 million citizens. We invite you to read our latest [Membership Booklet](#) and [Annual Report](#), as well as visit our [website](#).

About the role

We are seeking an ambitious, energetic and enthusiastic young professional to join our tight-knit team in Brussels. The successful candidate will have the exciting and challenging task of supporting the ECL Secretariat on **monitoring, policy, and lobbying work** during an exciting period for EU cancer policy in the context of the implementation of [Europe's Beating Cancer Plan](#).

The position is **available for a period of 6 months with the possibility of extension by a further 6 months**. The post is **full-time (38hr/week)** and is offered in accordance with Belgian national legislation: **812,90€/monthly allowance plus standard workplace benefits** (lunch vouchers at a rate of **8€/day** and monthly **public transport pass** for Brussels).

This is an **entry-level position targeted towards recent graduates** supervised by the [Cancer Prevention Manager](#), reporting to the [Policy & Projects Officer](#) and working in close collaboration with the [Communications Officer](#).

All applicants must be qualified, eligible, and able to work in Belgium without requiring a work visa. We are, unfortunately, not able to provide financial assistance to relocate to Brussels.

What will you do?

- **Monitoring** - read, keep track and neatly summarise all relevant political and regulatory developments of impact to the cancer community so that the ECL Secretariat and its membership can be rapidly and concisely informed. Attend relevant external events and meetings and produce brief reports as necessary.
- **Research & stakeholder engagement** - carry out background research for ECL's position papers/statements and answers to public consultations; support the ECL Secretariat in consulting the membership on policy issues; liaise with partners, MEPs and other stakeholders; contribute to publications and deliverables, ensuring that these become a showcase for ECL's work.
- **Admin & Coordination** - supporting the planning and implementation of advocacy activities and assist with the coordination of ECL's working groups, with a focus on the [ECL Access to Medicines Task Force](#) and the [ECL Patient Support Working Group](#). This will include (i) arranging and attending periodic meetings (ii) implementing follow-up actions and (iii) updating strategies and workplans. Assist in the coordination of the [MEPs Against Cancer \(MAC\) interest group](#) at the European Parliament.
- **Communication & event management** - support the drafting of policy-related content for ECL's communication channels. Support the ECL Secretariat with the organisation, management and evaluation of physical and virtual policy meetings and conferences, the preparation of (follow-up) materials (such as presentations, speaking points, minutes and reports), and the implementation of relevant tasks for EU-funded projects and joint actions.

Who are we looking for?

- You have an excellent command of written and spoken English (**minimum CEFR Level B2**)
- You are **educated to degree level** (essential) in a **subject relevant to the activities of the position** (eg. political sciences, european studies, public policy, economics, law, sociology, pharmacy, public health, or any related disciplines) (desirable)
- You are **computer and Internet literate** and have a good command of MS Office package (Outlook, Excel, Word & PowerPoint),
- You have knowledge of EU institutions, and EU health policy (in particular pharmaceutical policy/regulation) (desirable)
- You are a **team player** with excellent inter-personal skills;
- You are **well-organised**, practical-minded and able to prioritise a busy and varied workload;
- You have an independent, **self-starter personality** and are willing to take initiative.
- **You must be eligible to work in Belgium without requiring a visa.**

What do we offer?

- Understand EU policy-making and the dynamics between the EU Parliament, Council and Commission
- Practical experience in EU-oriented advocacy work and in running an Interest Group at the European Parliament
- Gain insight into the workings of NGO policy communication practices
- Develop a solid understanding and exposure to a broad range of cancer-related issues and communication tools and softwares
- Experience high-profile event management first hand
- Attend high-level policy and political meetings and network
- Benefit from external training opportunities
- Friendly, dynamic, and multi-cultural team and international working environment

How do I apply?

Applicants should **send an email** to the ECL secretariat - ECL@europeancancerleagues.org - with the following subject line: "ECL Policy & Projects Internship: [YOUR NAME & SURNAME]". Please include the following two files as attachments (do not include any other attachments):

- 1) A **CV**, with filename SURNAME_FIRSTNAME_CV
- 2) A **motivation letter**, one page maximum, with filename SURNAME_FIRSTNAME_ML

Please note: applications that do not follow these instructions will be disregarded.

Deadline for applications: 29 August 2021

Interviews with shortlisted candidates will take place via teleconference (Zoom) in the week commencing **6 September 2021**. The interview will be followed by a written assignment on the same day. *Only shortlisted candidates will be contacted. Due to the high volume of applications anticipated, we are unable to provide individual feedback.*

The successful candidate will be expected to **start working at the end of September** or the beginning of October. *As long as the COVID-19 measures impact working arrangements, the internship may begin with remote working outside of Belgium, however, we expect the successful candidate to relocate to Brussels for this position.*