



Network Development Officer – Healthcare Professional (HCP) networks

Job title	Network Development Officer – Health Professional Networks
Location	The position will be based at HCWH Europe’s office in Brussels
Eligibility	All candidates must hold the right to work in Belgium or the EU
Reports to	Director of Communications & Marketing
Hours	Full-time, 38 hours per week Permanent HCWH Europe offers a 9-day fortnight, where each employee gets an extra-legal holiday every second Friday. We are currently trialling a four-day week (8h/day) to aid productivity and support a better work-life balance.
Salary & benefits	Salary dependent on qualifications and experience. HCWH Europe offers a competitive salary with additional benefits such as: a flexible work schedule, meal vouchers, monthly travel and home working allowance, hospitalisation insurance, group pension scheme, holiday payment, and a 13-month salary.
Application deadline	Applications will be reviewed on a rolling basis until 17:00 CET 23/11/2023 . HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are encouraged.
Start date	ASAP

About Health Care Without Harm Europe

HCWH Europe is a non-profit organisation that works to transform healthcare worldwide, so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, US, and Asia, as well as a global team that works across all regions. We work closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 27 countries of the WHO Euro region and has a growing number of members. The European office is located in Brussels. For more information, visit: www.noharm-europe.org

Position overview

This opportunity will suit a hands-on, results-oriented candidate, with an interest in supporting the sustainable transformation of the healthcare sector. The successful candidate will play a key role in the continued development of HCWH Europe's action networks, and in supporting the effectiveness of HCWH Europe's programmes, with a particular focus on Climate-smart Healthcare.

Reporting to the Director of Communications and Marketing, the HCP Networks Development Officer will be responsible for developing and managing a number of new and established healthcare networks and projects in Europe, including:

- Doctors for Greener Healthcare (DfGH)
- Nurses Climate Challenge (NCC)
- Pharmacists for Greener Healthcare (PfGH)

The ideal candidate will have a background in climate advocacy and an interest in the relationship between climate change, climate action, and human health and wellbeing. They will be a natural communicator with strong interpersonal skills and proven experience in the development and day-to-day management of action-oriented network groups. They will be an enthusiastic, dynamic and well organised team player, with the ability to manage a busy workload with competing demands.

The post-holder will work with the HCWH Europe networks, communications, and programme teams to facilitate effective sharing of information, opportunities, and requests between the organisation, its members, and wider network. They will have highly-developed presentation skills and act as a representative for the organisation when speaking with potential new members.

Travelling frequently throughout Europe (and occasionally further afield), the post-holder will have an energy and passion for connecting people and building relationships. They will work closely with the HCWH global team and regional offices to share learning and support development of our HCP networks and strategic partnerships beyond Europe.

Key responsibilities

In addition to the key responsibilities detailed below, the post-holder will be required to carry out any other duties that may reasonably be required in the light of the main purpose of the job.

Network development and impact

- Help develop and implement the organisation's Network Development Strategy, with a particular focus on the Healthcare Professional networks
- Collaborate with the HCWH Global team and other regional offices in the coordination, planning, and implementation of global initiatives and strategy development.
- Represent HCWH Europe in promoting the organisation to potential members at an institutional, organisational, and individual level.
- Gather, maintain, and update data for members and potential members, enabling the organisation to demonstrate the impact of the networks.

Programme impact

- Mobilise members of the DfGH, NCC and PfGH networks to educate and advocate for climate-smart healthcare policies and practices.
- Recruit and support European hospitals and healthcare providers to join and participate in our climate-smart projects (such as Race to Zero), working alongside the communications team to develop and disseminate communications materials.
- Work internally and with global partners to develop our climate-smart projects, ensuring they meet the needs and expectations of participants in our European networks.
- Encourage and support project participants to measure progress and demonstrate impact by gathering and inputting data about their activities.
- Develop, grow and manage HCWH Europe's Nurses Climate Challenge network, working alongside the communications team to ensure the Nurses Climate Challenge website is updated.
- Assist in the organisation of workshops, events, and webinars for the Climate-smart Healthcare programme.
- Work with and support the wider Climate-smart Healthcare team in delivering its objectives.
- Participate in conferences, meetings, and events within Europe and internationally as required.
- Collaborate with HCWH Europe's programme teams to facilitate network involvement in projects and advocacy activities for Circular Healthcare, Safer Pharma, and Sustainable Food programmes as needed.

Network engagement

- Act as the main point of contact for enquiries from members.
- Maintain and manage the DfGH, NCC and PfGH mailing lists.
- Contribute content and partner with the communications team to develop the organisations' monthly network newsletters.
- Work with the communications team to prepare marketing and onboarding materials for potential and new members.
- Prepare communications for members, and onboard new organisational and individual members as they join.
- Work in partnership with the Network Development Officer – GGHH and Strategic Partnerships, ensuring consistent experiences across the various networks, identifying opportunities to increase value and providing support where needed.

Network events

- Develop and coordinate an inspiring programme of network meetings and events.
- Coordinate the health professionals track of sessions at the CleanMed Europe conference, in partnership with our events, communications and programme teams.
- Support HCWH Europe's sustainable healthcare awards initiative, encouraging member participation and working closely with our communications, networks and events teams to increase the reach and impact of the programme.

Line reports

None

Qualifications and experience

- Experience in a similar or related role, ideally working with hospitals/health systems and/or health professionals
- University/higher education degree in sustainability, environmental sciences, natural sciences, communications or another relevant field
- Demonstrable experience in developing, managing and growing networks and/or groups
- Experience / interest in climate change, sustainability and health issues
- Experience of working within the NGO and/or healthcare sector would be beneficial
- Experience managing CRMs (especially Salesforce) a distinct advantage
- Experience in organising, hosting and facilitating events

Knowledge, skills, and abilities

- Fluency in English is required, other European languages are an advantage
- Strong interpersonal skills, with an ability to develop and maintain positive relationships across language and cultural differences
- Excellent communication skills and an ability to present complex topics to a range of audiences
- Strong organisational skills with a proactive, problem-solving attitude
- Excellent IT skills
- Willingness to travel, primarily within Europe however occasional long-distance travel may also be required

How to apply

To apply for this position please send an email to jobseurope@hcwh.org

- Include your last name and the job title in the subject line, i.e. LAST NAME Network Development Officer – HCP networks
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please let us know where you found the position advertised and when you would be able to start

Please note that only candidates selected for interview will be contacted.