

Climate Programme Assistant I Internship

Job title	Climate Programme Assistant
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
Hours	Full-time, 38 hours per week* *HCWH Europe is currently trialling a four-day week (8h/day) to aid productivity and support a better work-life balance.
Salary & Benefits	Salary €997.09 per month (Convention d'immersion professionnelle) + €120 working from home allowance Five extralegal holidays
Closing date	29/02/2023 HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Starting date	ASAP

About Health Care Without Harm (HCWH) Europe

HCWH Europe is an international non-profit NGO that works to create a sustainable healthcare sector in Europe. One that does no harm to patients or our planet. One that acts as a catalyst, inspiring action right across society to protect human health and the environment. One that drives change in communities so that people can live more healthily on a healthier planet.

HCWH has offices in Europe, the US, and Asia, as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 24 countries of the WHO Euro region and has a growing number of members. The HCWH Europe office is located in Brussels, Belgium.

For more information, visit: www.noharm-europe.org

Position overview

Reporting to the Climate Programme Manager, the Climate Programme Assistant will play a key role in supporting the implementation of various climate-smart healthcare projects and initiatives in Europe. The successful candidate will be able to gain key climate experience working alongside the Climate-smart Healthcare programme team to shape the European healthcare sector's response to climate change.

With an interest in climate and/or health issues, the ideal candidate will have excellent interpersonal and communication skills. You will have some experience working with various stakeholders and developing engaging events. You will also be dynamic, well-organised, and able to manage different and often competing demands. You will be able to work independently whilst also being an excellent team player.

Key responsibilities

- Support the Senior Climate Officer in the day-to-day management of our Carbon management mentoring programme
- Support the Climate Officer in engaging and recruiting healthcare providers to the Coolfood Pledge
- Support the Climate Officer in the day-to-day management of the LIFE RESYSTAL project
- Support the Climate team to collate and draft a series of case studies about climate resilience and mitigation
- Participate in Climate-smart Healthcare team meetings and calls
- Assist in the organisation of workshops, events, and webinars
- Travel to meetings within Europe and internationally as required
- Provide ongoing support to the wider Climate Programme activities as required

In addition to the key responsibilities detailed above, the Climate Programme Assistant will be required to carry out any other duties that may reasonably be required in light of the main purpose of the internship.

Required qualifications and experience

- University/higher education degree in sustainability, environmental sciences, natural sciences, global/public health or another relevant field.
- Experience or interest in climate change, climate resilience and mitigation, and health
- Experience in developing and delivering engaging events
- Experience working within the NGO and/or health sectors would be an

advantage

Knowledge, skills, and abilities

- Fluency in English (Working knowledge of another European language would be an advantage)
- Excellent interpersonal and communication skills
- Ability to work well in an international team
- An understanding of climate change and its impacts on health and healthcare
- Ability to think creatively
- Strong organisational skills with a proactive, problem-solving attitude
- Working knowledge of standard Microsoft Office software (Word, PowerPoint, Excel)
- Willingness to travel

How to apply

All candidates must demonstrate that they hold the existing right to work in Belgium, the EU, or the UK.

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 Climate Programme Assistant
- 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 an interview will be contacted.