

## Born Green Generation Project Manager

<b>Job title</b>	Born Green Generation Project Manager
<b>Location</b>	The position will be based at HCWH Europe's office in Brussels
<b>Eligibility</b>	All candidates must hold the right to work in Belgium or the EU
<b>Hours</b>	Full-time.  HCWH Europe operates a four-day week (8h/day) to aid productivity and support a better work-life balance.
<b>Salary &amp; benefits</b>	Up to €4,391 gross per month, dependent on qualifications and experience.  HCWH Europe offers a competitive salary with additional benefits such as: a flexible work schedule, meal vouchers, monthly travel support, hospitalisation insurance, holiday payment, and a 13-month salary.
<b>Closing date</b>	Closing date for applications <b>Thursday 18<sup>th</sup> April 17:00 CET</b>  HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
<b>Starting date</b>	As soon as possible

### About Health Care Without Harm (HCWH) 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. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 26 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](http://www.noharm-europe.org)

## Position overview

Reporting to the Director of Programmes, the purpose of the role is to manage HCWH Europe's ground-breaking [Born Green Generation](#) project, ensuring project activities are delivered on time, on budget and produce the desired results. The project aims to reduce plastic usage and gradually phase out toxic chemicals in maternity, neonatal and paediatric wards. We will establish these ambitious goals in collaboration with four European healthcare providers and work towards normalising sustainable healthcare practices through educational activities involving two universities. Additionally, we will lead a communication campaign with the support of a media partner.

The post holder will have overall responsibility for effective and efficient management and delivery of the project through annual planning, budgeting, monitoring and reporting, managing key project staff and external partners, and day-to-day project operations consistent with project cycle management and the project's goals and to the highest standards of programmatic quality.

## Key responsibilities:

- Lead, manage and coordinate day-to-day planning, implementation and management of project activities according to the project plan and project log frame
- Develop and implement project plans with project staff and partners to ensure effective project implementation
- Line manage the Green Perinatal Care Officer, and Circular Healthcare Project Assistant
- Act as the day-to-day point of contact for all project activities and enquiries
- Ensure that project deliverables and pilot projects are designed, planned, and executed to the highest standards
- Ensure monitoring system and tools developed are used by project staff to track project progress and capture learning
- Maintain a project risk register and ensure project compliance with all legal and donor requirements
- Provide regular reporting to the Circular Healthcare Programme Manager and Director of Programmes, including preparation and consolidation of project monthly, quarterly and annual reports
- Carry out adjustments to project plans and management on an ongoing basis in response to changing contexts, resources and opportunities
- Monitor project expenditure against budget, and prepare and submit required project progress and financial reports on a regular basis
- Develop and maintain information management systems to facilitate effective communication, reporting and project management
- Develop and maintain strong relationships with project partners
- Coordinate with the Development Team to ensure that donor guidelines are adhered to
- Coordinate processes for project evaluation, document and share lessons learned with partners and other stakeholders
- Manage and supervise the work of the project team

- Ensure team and individual work plans are prepared and followed

## **Required qualifications and experience:**

- Educated to postgraduate level or equivalent experience in a relevant field such as global/public health, healthcare management, environmental sciences, or sustainable development
- Minimum 5 years experience managing complex, multi-stakeholder projects
- Experience of managing teams of project officers and coordinating diverse project partners
- Demonstrable experience in budgeting/financial procedures, and writing management and financial reports to donors
- Experience of managing projects funded by philanthropic foundations would be an advantage
- Experience of the environmental and/or health sectors would also be an advantage

## **Rewards and benefits**

We care about you and want you to perform at your best, which is why we offer a unique and highly competitive package, including a range of sector-leading benefits. As well as a highly competitive salary, (discretionary) annual bonus option, pension provision, medical cover and accident-at-work coverage, you'll have access to a range of flexible-working benefits to help you look after all aspects of your well-being and give you the freedom and flexibility to find the best solutions for you, your family, and your individual needs.

We are also working hard to create an inclusive culture that is grounded in our mission to create a more sustainable healthcare sector. We aim to encourage people from all backgrounds to work with us and are particularly interested in hearing from people from minority backgrounds and all socio-economic sections of society.

## **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](mailto:jobseurope@hcwh.org)

- Include your last name and the job title in the subject line, i.e. LAST NAME BGG Project Manager
- 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, due to the high volume of applications we receive, only

candidates selected for an interview will be contacted.