Vacancy | Network Development Officer

17 February 2022

<table>
<thead>
<tr>
<th>Job title</th>
<th>Network Development Officer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Brussels, Belgium</td>
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<tr>
<td>Eligibility</td>
<td>The candidate must hold the right to work in Belgium</td>
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<tr>
<td>Hours</td>
<td>Full-time, 38 hours per week</td>
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<td>Reports to</td>
<td>Associate Director Networks &amp; Communications</td>
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**Salary & benefits**

Salary dependent on qualifications and experience.

HCWH Europe offers a competitive salary with additional benefits such as: meal vouchers, monthly travel support, hospitalisation insurance, holiday payment, and a 13-month salary.

**Application deadline**

Applications will be reviewed on a rolling basis until **17:00 CET 11/03/2022**

HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.

Interviews will take place week commencing 21 March 2022.

**Start date**

ASAP

**Position overview**

This is a new and exciting position within the organisation and will suit a hands-on, results-oriented candidate who will work with a range of stakeholders to take action on the ground in healthcare settings. 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 actively support development of our networks beyond Europe, working in an exciting, multicultural environment.

The post-holder will play a central role in the growth and strategic development of the Global Green & Healthy Hospitals (GGHH) and Doctors for Greener Healthcare (DfGH) action networks. They will also play an important role in developing and maintaining partnerships with other key organisations and networks in the sustainable healthcare field.
With excellent communication skills, the post-holder will work with the HCWH Europe communications and programme teams to facilitate the smooth sharing of information, opportunities, and requests between the organisation and 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.

The ideal candidate will have an interest in environmental and/or health issues, be dynamic, extremely well organised, and able to manage different demands and work independently whilst being an excellent team player.

**Key responsibilities**

- Help implement the organisation’s Network Development Strategy, with a particular focus on the Global Green & Healthy Hospitals and Doctors for Greener Healthcare networks
- Gather, maintain, and update data for members and potential members
- Collaborate with HCWH Europe’s programme teams to facilitate member involvement in projects and advocacy activities
- 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 and an institutional, organisational, and individual level
- Assist in the organisation of HCWH Europe’s Annual General Meeting, taking responsibility for the event’s logistics and communications
- Coordinate quarterly GGHH member meetings
- Draft the organisation’s monthly GGHH newsletter, in collaboration with the communications team
- 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
- Coordinate the health professionals track of sessions at the CleanMed Europe conference (approx. every two years)
- Maintain and manage the GGHH and DfGH mailing lists
- Ensure that the organisation’s organisational member platform, GGHH Connect, is regularly updated and encourage use amongst members
- Act as the main point of contact for enquiries from members
- Assist in the development of a Sustainable Healthcare Leaders’ Network
- Assist in the development of a new sustainable healthcare awards initiative
Line reports
None

Qualifications and experience
- Minimum 3 years of demonstrable experience in a similar or related role
- University/higher education degree in sustainability, environmental sciences, natural sciences, communications, marketing, or related field
- Demonstrable experience in communicating effectively with diverse audiences
- Experience or interest in sustainability and health issues
- Experience of working within the NGO and/or healthcare sector would be an advantage
- Experience managing CRMs (especially Salesforce) a distinct advantage

Knowledge, skills, and abilities
- Fluency in English is required, other European languages is an advantage
- Natural interpersonal skills, with an ability to develop and maintain positive relationships across language and cultural barriers
- Excellent communication skills and an ability to present complex topics to a range of audiences
- Ability to think creatively and strategically
- Strong organisational skills with a proactive, problem-solving attitude
- Ability to manage competing priorities
- 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
- 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.

Interviews are expected to take place during the week commencing 21 March 2022.