

Circular Healthcare Projects Officer

Job title	Circular Healthcare Projects Officer
Location	Brussels, Belgium - Remote working will be considered on an exceptional basis.
Eligibility	All candidates must hold the right to work in Belgium, the EU, or the UK.
Hours	Full-time HCWH Europe offers a four-day week (8h/day) to aid productivity and support a better work-life balance.
Salary & benefits	Gross salary up to 2,970 €, depending on qualifications and experience. HCWH Europe offers a competitive salary with additional benefits such as: a flexible work schedule, meal vouchers, monthly travel support, home-working allowance, hospitalisation insurance, pension plan, holiday payment, and a 13-month salary.
Application closing date	22/05/2024 HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Starting date	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, 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 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

Position overview

We are seeking a motivated Projects Officer to join our circular healthcare team. This role will assist in developing international projects focused on improving healthcare sustainability in Europe and securing clinician buy-in. A key focus of the role will be to work as part of a multidisciplinary team to deliver ground-breaking projects which aim, for example, to develop a new '[eco-maternity](#)' model or pilot reusable textiles solutions, supporting its implementation with partners in Europe. The Projects Officer will hereby collaborate with partner hospitals and universities to explore how the use of circular, plastic-free, and non-toxic medical items and textiles can be strengthened and implemented.

Specific areas for project management and implementation:

- Linen management systems (reusable textiles)
- Safe and effective alternatives to single-use plastic items
- Building green teams within hospitals
- Support organisation of training and raising awareness activities
- Management and coordination of projects working groups (e.g. Infection and Prevention Control (IPC) Advisory Board)

The ideal candidate will be expected to utilise the hierarchy of controls and waste hierarchy to support alternative, greener methods of healthcare delivery. The post-holder will ensure that proposed alternative processes and procedures comply with prevailing regulations and best practices.

The candidate must be a self-starter and an effective team member who is able to organise and prioritise a diverse workload. Experience and confidence in project oversight are also essential.

In addition to exceptional communication, organisational, and interpersonal skills, candidates will be able to demonstrate the ability to work conceptually and to consider key concepts of change management. Experience with synthesising evidence for guidelines or Standard Operating Procedures (SOPs) would be a distinct advantage.

Key responsibilities

- Implement a two-year project related to circular plastic-free healthcare textiles in cooperation with pilot hospitals and our HCWH Global Team.
- Support the creation of hospitals' green teams.
- Contribute to project design and implementation, providing key advice and information on opportunities to improve the sustainability of structures, operations, activities, etc., within healthcare settings.
- Oversight of the IPC board, comprised of experts, within the Born Green Generation project., including preparatory work for meetings and coordination efforts.
- Support the management of other project-related working groups depending on members' needs and interests.
- Support the development of educational materials for healthcare professionals in areas that relate to sustainable healthcare.
- Produce project deliverables (reports, infographics, blog posts, news pieces, etc.).
- Support the organisation of dissemination activities (e.g. projects' webinars, events, and related HCWH Europe's CleanMed Europe sessions).
- Travel and contribute to meetings within Europe and internationally as required.
- Other duties that may reasonably be required in respect of the main purpose of the job.

Qualifications and experience

- Relevant academic degree in environmental science/law/policy, social science, or global/public health.
- Minimum of 3 years' experience of managing projects in the non-profit sector or healthcare organisations.
- Experience preparing presentations and drafting written materials related to waste reduction, safer chemicals, and resource efficiency.

- Experience in managing a variety of stakeholders and working group meetings.
- Experience in organising online and in-person raising awareness events.
- Experience with concepts of sustainable healthcare or strong motivation to develop this knowledge.

Knowledge, skills, and abilities

- Knowledge of health system strengthening, monitoring & evaluation, capacity building, project management cycles, or other relevant knowledge for healthcare development.
- Strong ability to support remote project implementation, particularly for regional, national, or international projects.
- Ability to think strategically and creatively and work successfully, both autonomously and within a multidisciplinary team.
- Proactive, highly organised, and results-focused, able to manage different demands independently.
- Solid communication, advocacy, and networking skills.
- Working knowledge of standard office software (Word, PowerPoint, Excel).
- Strong communicator with excellent proficiency in written and spoken English. Working knowledge of another European language would 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 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 - Circular Healthcare Projects 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 an interview will be contacted.