



Circular Economy Projects Assistant (Internship)

Job title	Circular Economy Projects Assistant
Location	Brussels, Belgium
Eligibility	All candidates must hold the right to work in Belgium
Hours	Full-time HCWH Europe operates 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 extra-legal holidays
Closing date	Closing date for applications 22/05/2024 CET 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 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

Reporting to the Circular Healthcare Programme Manager, the Project Assistant will directly support activities within HCWH Europe's Circular Healthcare work programme, which aims to reduce the negative environmental and health impact of the products used in the European healthcare sector.

The role will have a particular focus on the overuse of disposable plastics in European hospitals. The ideal candidate will have an interest in environmental issues and human health. They will be dynamic, highly organised and results focused, able to manage different demands, and work independently whilst being an excellent team player.

Key responsibilities:

- Support the planning and delivery of project calls, meetings, workshops, and engagement activities with HCWH Europe members, partners, and stakeholders.
- Assist in the preparation of written materials, including reports, briefing papers and/or documents about general or specific issues related to procurement and circular economy in the healthcare sector.
- Contribute to the development and maintenance of a database for monitoring project information and outputs.
- Assist in data-gathering and researching background materials for reports, publications, news items, press releases, and position papers.
- Assist in the organisation of project-specific workshops, events and webinars.
- Contribute to communications and awareness-raising work as appropriate.
- Support the Circular Healthcare team to collate and draft a series of case studies about circular economy models applied to the healthcare sector.
- Support the daily work of the Circular Healthcare team, providing ongoing support to projects activities as required.
- Participate in Circular Healthcare team meetings and calls.
- Travel to meetings within Europe and internationally as required.

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

Qualifications and experience:

- University/higher education degree in sustainability, environmental sciences, biology, chemistry, natural sciences, global/public health or another relevant field.

- Experience or interest in circular economy, procurement and environmental health.
- Experience in developing and delivering engaging events.
- Experience working within an NGO and/or health sector would be an advantage.

Knowledge, skills, and abilities

- Interest in circular economy and/or environmental health policy
- Solid communications and networking skills.
- Proficient in English - a working knowledge of another European language would be an advantage.
- Strong interpersonal skills and ability to work successfully both autonomously and within an international team.
- Enthusiastic and flexible in taking on occasionally heavy workloads and working to tight deadlines.
- Ability to think strategically and creatively while organising time efficiently.
- Excellent planning and organisational with a proactive, problem-solving attitude.
- Sense of initiative and confidence operating in an international context.
- Working knowledge of standard 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 Circular Economy Projects 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.

We are 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.

Please note that, due to the high volume of applications we receive, only candidates selected for an interview will be contacted.