



Role Profile EU Policy and Project Support Officer

About Lung Cancer Europe (LuCE):

LuCE is the voice of Europeans impacted by or at risk of lung cancer. We collaborate with stakeholders to destigmatise the disease and ensure that everyone achieves the best possible outcomes and empower members to ensure strong and effective lung cancer patient advocacy across Europe. Our vision is that all Europeans impacted by or at risk of lung cancer will have access to optimal care so that they have the best possible outcomes and quality of life. We are excited to broaden our role functions and are actively seeking interested candidates to join our team for the role of EU policy and project support officer.

About this Role:

As EU Policy and Project Support Officer, you will support the Policy Team and assist the executive team at Lung Cancer Europe with the following activities (and progressively manage your own projects) Initially this is a part-time role (approx. 20 hours per week) working remotely:

Key responsibilities EU Policy Project Management:

- Represent LuCE and the patient voice across core Project work packages providing feedback on status to ensure the outputs developed benefit patients across Europe.
- Assist in the management and implementation of EU funded projects (Horizon/IHI), ensuring alignment with the organisation's strategic objectives and compliance with EU regulations.
- Support the preparation and submission of project proposals, including task allocation, budgeting, and administrative documentation.
- Engage in regular monitoring and reporting of project progress, financial status, and outcomes.
- Facilitate effective communication between project stakeholders, including partners, funders, and team members, to ensure collaborative progress.
- Implement a range of patient involvement activities across specific Project work packages, as agreed in the Project plan in collaboration with the policy officer and team.
- Contribute to policy analysis and development related to lung cancer advocacy, informed by project findings and EU policy landscapes.
- Participate in and support consortium meetings, organisation of workshops, conferences, and other events that align with project goals and organisational objectives.
- Monitor project progress/milestone and contribute to project reporting, as instructed by the European Commission and LuCE.
- Assist in developing training materials and guidance documents for internal and external stakeholders.

- Collaborate with the Communications team to articulate a coherent narrative on policy issues and project developments.
- Support advocacy and lobbying efforts, contributing to the organisation's influence on EU policy-making relevant to lung cancer.
- Maintain up-to-date knowledge of EU legislative processes, Horizon Europe, and IHI programme requirements.
- Engage with LuCE members on their work relating to access (relating to lung cancer diagnosis, treatment, and care) and monitor/seek insights into the challenges faced at a national level.
- Submit a monthly progress report to the Executive Officer and working group Chair to include updates on project scope, budget, and time schedule
- Co-ordinate with the Executive Officer, Treasurer, and the LuCE board as required to fulfil the items outlined above

Key responsibilities EU New Project Engagement:

- Proactively monitor EU policy developments impacting patient access to lung cancer treatment and care. It is anticipated this will primarily focus on the EU regulation on health technology assessment and the revision of the EU general pharmaceutical legislation.
- Identify relevant policy opportunities and write policy positions, reports, and consultation responses to relevant policy opportunities at a European level (in line with the above policy topics), as agreed with line manager.
- Represent LuCE at meetings, events and on advisory committees, as required.

Miscellaneous

Task and core responsibilities are non-exhaustive and subject to change depending on the needs of the organisation.

Essential Skills and Qualifications:

- A Bachelor's degree
- 3 - 5 years of demonstrable experience in project management, policy/public affairs, or advocacy work at a national or European level
- Understanding of EU policies, particularly in health or cancer-related domains.
- Excellent organisational, analytical, problem-solving and presentation skills.
- Proficiency in English with effective communication (verbally and in writing) to a range of different stakeholder audiences such as political representatives, pharmaceutical industry, or regulatory bodies.



- Ability to work collaboratively in a dynamic team environment and manage multiple priorities.
- Willingness and availability to travel across Europe as required for project activities, meetings, and events.
- Proactive, self-motivated, and capable of working independently on assigned tasks.
- Proficiency in remote working tools and digital collaboration platforms, demonstrating the ability to work effectively in a remote environment.

Desirable Attitudes:

- Degree in a related subject, such as health policy, public health, political science, public policy, or international relations can be beneficial. etc.
- Experience in managing EU-funded projects, preferably within Horizon Europe and IHI frameworks.
- Experience in advocacy, government relations, or community
- Experience of working in a non-profit organisation
- Experience of working in European patient advocacy
- Demonstrated interest in healthcare, particularly lung cancer advocacy.
- Commitment to the values and mission of LuCE.

If you are interested in this role and wish to apply, please send an email with a cover letter and CV to: recruitment@lungcancereurope.eu