



Role Profile Project Manager

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 be expanding our team and are seeking a new project manager role.

About this Role:

As Project Manager you will be responsible for the project management, leadership, and creation of an annual project management roadmap on specific projects with detailed project outline, objectives, milestones, schedules, and budget. Initially this is a part-time role (approx. 20 hours per week) working remotely:

Key responsibilities Project Manager:

- Project justification and stakeholder needs
- Requirements and project objectives
- Project scope statement
- List of deliverables and estimated timelines / deadlines / due dates mapped via Gantt chart utilising LuCE project management tools such as Monday.com
- Detailed project schedule
- Development of communications plan
- Project review process
- Project risk assessment and management plan
- Project roles and responsibilities
- Anticipated project development costings
- Support the preparation and submission of new project proposals, including task allocation, budgeting, and administrative documentation.
- Engage in regular monitoring of related responsibilities reporting on project progress, financial status, and outcomes listed within the project plan
- Facilitate effective communication between project stakeholders, including partners, funders, and team members, to ensure collaborative progress.
- Engage with LuCE members on work relating to project deliverables

- Monitor/seek insights into the challenges faced by members implementing projects at a national level.

Other Project Manager Responsibilities:

- Contribute to the development and delivery of the LuCE annual action plan
- Support the creation of the LuCE action plan
- Coordinate and time manage associated programmes, events, and activities
- Provide project cost estimate and develop budgets for new projects
- Analyse the main project key point indicators and manage project risk
- Advise the Executive leadership, working group Chair, external consultants, and other stakeholders of any delays or issues as they arise
- Provide advice and support to the Executive leadership, working group Chairs and other external contractors on an *ad hoc* basis
- Manage working group teams and report progress of working groups meetings to the LuCE board through the working group Chair after each meeting
- Collaborate with vendors, suppliers and any other third parties required for project development and delivery
- 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
- Create and maintain LuCE Project Plan templates
- Create and maintain monday.com project templates
- Record and time track all project activities on monday.com and hours worked on Monday.com/Everhour time tracking tool
- Consult with web developer and communications manager 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
- Strong communication and presentation skills to effectively communicate with stakeholders, team members, and partners to convey advocacy goals, strategies, and progress
- Proficiency in project management tools and techniques, including planning, budgeting, monitoring, and evaluation, to ensure successful implementation of advocacy campaigns and initiatives

- Proven ability to lead and motivate a team, delegate tasks, and foster collaboration among diverse stakeholders to achieve advocacy objectives
- Strategic thinking - ability to develop and implement strategic plans that align with organizational goals to effectively advocate for change.
- Excellent organisational, analytical, problem-solving, develop solutions, and decision-making capability.
- The ability to build and maintaining relationships with key stakeholders such as policymakers, community leaders, LuCE members and partner organizations
- Adaptability and resilience - Ability to adapt to changing circumstances, overcome obstacles, and remain resilient in the face of setbacks and challenges in advocacy work
- 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:

- Experience and understanding of advocacy principles, including legislative processes, policy analysis, coalition-building.
- Qualification business, project management, communications
- 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