

Kickstart your career: Trainee opportunity in Global Health Advocacy

Position: Programme support trainee

Join a global coalition making a difference for people affected by bladder cancer worldwide. This internship is a full-time remunerated position with flexible working arrangement on a full-time basis with at least one working day in the office, understanding that office time and external meetings in Brussels may be required more often during certain periods.

The organisation is headquartered in Brussels, Belgium.

Who are we?

As a rapidly growing coalition spanning 16 organisations across 14 countries globally, we are dedicated to driving meaningful change in bladder cancer awareness, care and patient support and advocacy. Our work connects diverse voices worldwide to achieve a united vision of improved outcomes for bladder cancer patients and support for their families.

Every day we are working towards ensuring the best information, support, and care are available to every person affected by bladder cancer, no matter where they live in the world. We are looking for a talented and ambitious person to help us achieve that goal!

This is a mixed-skill role, providing You with exposure across different work programmes of the organisation. We foresee an approximate distribution of the time across the programmes in the following way:

- 20% Policy & Advocacy
- 20% Communications
- 20% Event management
- 20% Member relations
- 20% Administrative support

This estimation is approximate and may differ from month to month, with an opportunity to expand focus in the area of Your particular interest.

What will you do?

Policy & Advocacy support

- Conduct background research and monitoring on health policies and advocacy issues affecting bladder cancer patients globally.
- Support engagement activities with policymakers, healthcare stakeholders, and international organisations.

Communications support

- Support content development for social media, newsletters, and the website to engage global audiences.
- Support the implementation of the Bladder Cancer Awareness Month campaign.

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- Write blog posts, articles, and summaries of WBCPC internal and external communications activities.

Event management

- Assist in the planning, coordination, and execution of events, such as the World Bladder Cancer Patient Forum.
- Provide operational and technical support during virtual or in-person events, which may include travel for events or congresses.

Member relations

- Support communications with WBCPC member organisations, supporting their inquiries and requests.
- Assist in onboarding new member organisations and updating membership databases.
- Support capacity-building initiatives by coordinating training sessions and resource sharing in the community.
- Collaborate with member organisations to promote shared campaigns and initiatives.

Administrative support

- Support organisation and coordination of internal meetings, including scheduling, preparing agendas, and recording minutes.
- Support maintenance of the organisational documents, databases, and contact lists.
- Support day-to-day operations, such as tracking project timelines and compiling reports.
- Assist the Executive Director and other team members with ad-hoc administrative tasks.

Who are we looking for?

- You have a university-level education or equivalent experience.
- You have the ability to communicate clearly and effectively in English (written and spoken)
- You are a team player with excellent inter-personal skills.
- You have the willingness to build a skill set in all or some of the functions of the organisation
- You are ready to commit to WBCPC values and mission objectives.
- You have an interest in the field of health, public health and non-communicable diseases, including cancer.
- You are well-organised, practical-minded and able to prioritise a busy and diverse workload.
- You have an independent, self-starter personality and are willing to take initiative.
- You are eligible to work in Belgium without requiring a visa.

Some of the desirable but not mandatory skills include:

- Strong interest in learning about organisational aspects of international patient organisations/non-profit organisations.

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- Experience in communications projects and events, either professionally or as part of academic education.
- Fluency in other UN working languages is highly preferred. (Arabic, Portuguese, Spanish, Chinese in particular)

What we offer?

You'll join a supportive, collaborative team that values fresh ideas and shared success.

Personal Development Opportunity - Whilst the role is evenly distributed across key functions, You will have the opportunity to focus more on a specific area aligned with Your interests, gaining deeper insight and hands-on experience in the chosen domain.

You will also have an opportunity to:

- Gain insight into the operations of a non-profit organisation and all its functions
- Develop a solid understanding and exposure to a broad range of cancer-related issues and health policy as a whole
- Experience high-profile event management first-hand
- Attend EU and international policy, political and stakeholder meetings and network

We offer a remunerated, 6-month *Convention d'immersion professionnelle (CIP)* training contract in a young and dynamic organisation, an opportunity to take on responsibility, learn and grow professionally.

We would expect You to start on or around March 1st, 2025.

The remuneration package includes:

- Gross allowance of €1100
- Luncheon vouchers (value €8 per working day)
- Travel allowance of €54 per month

All candidates must already have the right to live and work in Belgium. We are not able to offer financial assistance to relocate to Brussels.

Where do I apply?

If you are interested in this position, please submit an application via email to recruitment@worldbladdercancer.org with the subject line “**Trainee – [Your First Name and Surname]**”

In your application, please include the following:

1. **Cover letter** in English of no more than one A4 page, clearly displaying your motivation and your suitability for the role. (Note: please save the document using the filename Lastname_Firstname_cover).
2. **CV** in English of no more than two A4 pages. Whilst references are not required at this stage, please consider them as you will be asked to provide references if you are

invited for an interview. (Note: please save the document using filename
Lastname_Firstname_CV)

The deadline for applications is 12:00 CET on January 18, 2025. We will review applications on a rolling basis and encourage candidates to apply as soon as possible. We will hold interviews in January/February 2025.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

The World Bladder Cancer Patient Coalition will process the data submitted by candidates for the purposes of recruitment and selection, according to the WBCPC Privacy Policy available on our website: <https://worldbladdercancer.org/privacypolicy/>. We will treat your data with care and take steps to protect it.