

Programme Support Traineeship — Policy, Communications and Events in Global Health Advocacy

Position: Programme support trainee

Help deliver the World Bladder Cancer Patient Forum, sit in the room at EU policy meetings, and shape campaigns that reach audiences in over 60 countries. We are a global coalition of 17 patient organisations, and we are looking for a trainee to build their career alongside us in Brussels. This is a full-time, remunerated CIP traineeship based in Brussels. You will work from our office at least one day a week and can work remotely the rest of the time, though expect more office time and external meetings around our busiest moments.

The organisation is headquartered in Brussels, Belgium.

Who are we?

As a rapidly growing coalition spanning 17 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:

- 35% Communications
- 25% Policy & Advocacy
- 20% Event management
- 10% Member relations
- 10% Operations and team support

These are estimates and will shift from month to month. What matters more is what you will own. By the end of the six months we would expect you to have run your own workstream within one of our key initiatives, helped coordinate a flagship international event, and gone deeper in one area you choose yourself.

What will you do?

Policy & Advocacy support

- Research and monitor the policy files that matter most to bladder cancer patients and turn what you find into briefings the team acts on.

- Prepare for and attend meetings and coalition calls with policymakers, clinicians, and international organisations, including (e.g. the EU Health Policy Platform, European Parliament events, and coalition meetings we sit on). You will be in the room, not only writing it up afterwards.
- Contribute to consultation responses, position statements, and joint letters - and be credited by name on the work you draft.

Communications support

- Create content for our social media channels, newsletters, and website, reaching audiences across the globe.
- Help deliver the Bladder Cancer Awareness Month campaign every May, with your own workstream to run within it.
- Write blog posts, articles, and summaries of WBCPC internal and external communications activities.
- Track how our communications are performing, report on it, and tell us what you would do differently.
- Design visuals and materials for our campaigns, events, and resources.

Event management

- Plan, coordinate, and run online and in-person meetings and events, including the World Bladder Cancer Patient Forum.
- Run the operational and technical side of our events — including travel to events and international congresses.

Member relations

- Be a first point of contact for our member organisations, handling their questions and requests.
- Onboard new member organisations and keep our membership records current.
- Coordinate training sessions and resource sharing that build capacity across the coalition.
- Work directly with member organisations to promote shared campaigns and initiatives.

Operations and team support

- **Coordinate internal meetings end to end — scheduling, agendas, and minutes.**
- Keep our organisational documents, databases, and contact lists in good order.
- Track project timelines and compile the reports the team runs on.
- Work directly with the Executive Director on day-to-day priorities as they come up.

Who are we looking for?

This role suits someone with a master's-level degree and some internship experience already behind them - in the EU institutions, a health or advocacy organisation, or a comparable setting. Someone who is ready to move from supporting other people's work to running their own. It is not a first internship, and we will pitch the work accordingly.

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World Bladder Cancer Patient Coalition

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- You have a university-level education or alternatively equivalent experience.
- You have the ability to communicate clearly and effectively in English (written and spoken), and can draft for a policy audience — a briefing note, a consultation response, or a position statement.
- You are a team player with excellent inter-personal skills.
- You want to build depth across several functions rather than specialise immediately.
You are committed to WBCPC's values and mission.
- 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:

- Hands-on experience running an organisational social media channel, newsletter, or website - including the tools behind them, such as a CMS, Canva or the Adobe suite, and a mailing or CRM platform.
- Experience helping to deliver a multi-day or multi-country event, whether professionally, through a student organisation, or during a previous placement.
- Familiarity with EU health policy processes, or with how patient organisations engage them.
- Fluency in other UN working languages is highly preferred. (Arabic, French, Portuguese, Spanish, Chinese in particular). Other EU official languages are also an advantage.

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 to start with, 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 meetings, European Parliament events and international congresses — representing WBCPC in your own right, and building a Brussels network that outlasts the traineeship

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.

The CIP is a Belgian training contract with a statutory minimum allowance (€1,094.90 gross pm 2026/04 index). We pay above that minimum. The package includes:

- Gross allowance of €1,250
- Luncheon vouchers (value €10 per working day)
- Public transport pass for your commute, fully covered
- A personal training and development budget of €150 for courses, conferences, or coaching of your choice
- All travel and accommodation covered when you represent us at international events

We would expect you to start on or around **November 1st, 2026.**

You will have a named line manager and a monthly one-to-one on your own development, not just your tasks. Every trainee who has finished with us has gone on to a role in this field: one joined our own team, one moved into a permanent role at another patient advocacy organisation, and one went on to a professional society. Where funding and workload allow, we look first to our trainees when a position opens.

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 at this time.

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 September 25, 2026. We will review applications on a rolling basis and encourage candidates to apply as soon as possible. We will hold interviews in September/October 2026. We read every application and we will

reply to every candidate either way, whether or not you are invited to interview. You can expect to hear from us by October 1, 2026.

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.