

# JOB OPPORTUNITY

## Head of Policy and Research



**Job Ref:** IBE Head of Policy and Research

**Type:** 18-month fixed-term contract with possibility to extend

**Location:** Remote working, with some international travel required

**Salary:** €55,000 with 26 days annual leave

**Closing Date:** Rolling recruitment process

## Background

The International Bureau for Epilepsy was established in 1961 and has grown to almost 150 chapters in over 100 countries all around the globe. The Bureau is the recognised international umbrella body representing national epilepsy organisations that have a specific interest in improving the social condition and quality of life of people with epilepsy and their carers.

We are looking for a creative self-starter who works well independently but who is also prepared to get involved across the organisation's activities to become our Head of Policy and Research.

In May 2022, the World Health Assembly is set to approve a 10 year intersectoral global action plan on epilepsy and other neurological disorders [IGAP]. This aligns with one of IBE's central objectives for the coming 5 years: To make epilepsy a global public health priority. Therefore, this new role will be instrumental in helping IBE to achieve this objective; leveraging the global action plan as a tool but also generating our own data to support evidence-based advocacy and equipping our community to play their part through educational and empowerment initiatives.

This is a great opportunity for someone who wants to make a real impact for those living with epilepsy worldwide, and is prepared to play a major role in a small team with big plans!

## Role Requirements

The candidate should have:

- Knowledge of the global and regional public health landscape and its key stakeholders, particularly the World Health Organisation.
- Substantial experience of carrying out research and policy analysis in the public health sphere globally.
- Experience of using quantitative and qualitative research material to support public health policy initiatives and advocacy campaigns.
- Excellent analytical skills and the ability to develop evidence-based positions on complex areas of public health policy.
- Ability to write and oversee the development of high-quality briefings, consultation responses, reports and other policy and campaigning outputs.
- Ability to think strategically and respond speedily and effectively to external developments.
- Ability to work collaboratively with a range of internal and external stakeholders.
- Acute social intelligence and cultural agility, with a personable manner.

- Excellent written and oral communication skills – and an ability to use software such as Microsoft Office, Google Workspace, etc.
- Ability to write successful bids for research funding or proposals for sponsorship.
- Fluent English is a pre-requisite, other languages are an advantage.

## **Role Description**

In line with IBE's Strategic Plan and its Annual Workplan, the Head of Policy and Research will be tasked to:

- Ongoingly monitor and disseminate global public health policy developments and work to position the voice of people with epilepsy in such forums/dialogues.
- Develop a bi-annual progress report on the IGAP implementation and coordinate annual events at the World Health Assembly (as well as linked activities at other relevant forums).
- Engage with key stakeholders in the global public health policy sphere – identifying opportunities to position epilepsy centrally in the work of partners and KOLs.
- Work with the Head of Communications and Engagement to ongoingly engage with the IBE chapters on global policy developments – providing resources, tools and/or templates for coordinated regional actions/outreach.
- Liaise with the IBE Chair of Global Outreach and the African Regional Coordinator on existing advocacy projects and activities which could be scaled up internationally e.g. Utetezi Project.
- Engage, mentor and coordinate volunteer advocates as appropriate.
- Coordinate policy/advocacy training modules and materials to be delivered via the IBE knowledge hub.
- Design and roll-out research projects to inform evidence-based policy/advocacy actions – aligned with the IGAP.
- Explore opportunities for IBE to join research consortia/projects and represent the organisation therein.
- Working closely with the International League Against Epilepsy on common policy and research projects and initiatives.
- Source external consultants and expertise for policy/research tasks, as needed.
- Develop performance indicators and produce regular analytics to show impact.
- Any other related tasks.

## **More Information**

This is an initial 18-month contract, reviewable and renewable subject to performance and funding.

This is a full-time employment position – working from home – with a starting net salary of €55,000 per year. Further details contained within IBE employee handbook.  
(However, IBE is open to offering this position as a freelance (self-employed) role.)

Some travel may be required, for which expenses will be reimbursed. Therefore, s/he should be based near a well-connected transport hub in Europe.

S/he will work directly with, and report to, the IBE CEO – as well as linking with other team members and the Management Committee. S/he will also liaise closely with the Chairs of the Global Outreach and Research Commissions.

Should junior team members/regional coordinators be hired, the Head of Policy and Research may be asked to take on a coordination and supervisory function.

## **Application Process**

This is a rolling recruitment process and the position will be filed as soon as suitable candidate is identified.

Please send a one-page letter of motivation and short 2-page CV (maximum) to IBE's CEO, Donna Walsh, at:

[donnawalsh@ibe-epilepsy.org](mailto:donnawalsh@ibe-epilepsy.org)

Use the following subject line in any job related correspondence:

*IBE Head of Policy and Research*

Note: IBE is also recruiting for additional positions, so feel free to highlight relevant skills in other areas in your cover letter. See [www.ibe-epilepsy.org](http://www.ibe-epilepsy.org) for more.