EUROPA UOMO
European Prostate Cancer Coalition

VACANCY

EU Projects and Grants Manager

Location: Brussels, Belgium
Contract: Permanent, full-time, under Belgian law
Application deadline: 15 December 2026
Start date: Mid-January to February 2027

About Europa Uomo

Europa Uomo, the European Prostate Cancer Coalition, is the leading European umbrella organisation for men affected by prostate cancer, with member organisations in 31 countries and a network of more than 100,000 patients. We are the voice of prostate cancer patients at European level, working with patient organisations, clinicians, researchers and the European institutions to improve the quality of life and outcomes of men affected by the disease.

Our work ranges from training Expert Patient Advocates through the Europa Uomo Academy, to patient-reported outcomes research such as our EUPROMS surveys, to participation in major European projects including PRAISE-U on prostate cancer screening. Everything we do must ultimately benefit patients and their families.

The role

We are looking for an experienced, highly independent EU Projects and Grants Manager to coordinate our portfolio of European and other projects, strengthen our reporting, and help secure new funding through grants and tenders. You will report to the Chair of the coalition and work closely with project owners and colleagues, while taking ownership of your work and setting your own priorities. This is a role for someone who can bring structure and discipline to a small, ambitious organisation.

Key responsibilities

Funding, grants and tenders

- Monitor European funding programmes, calls and tender opportunities relevant to our mission
- Support the preparation and submission of grant applications and tenders, help secure new funding, and take the lead on these over time
- Coordinate the technical, administrative and financial information each application requires

Project coordination and reporting

- Coordinate the implementation of our projects together with project owners, keeping delivery on track against objectives, deliverables and deadlines
- Prepare project reporting for funders, the Board and our membership, and supply results and milestones that communications colleagues can use for sponsors and social media
- Identify risks and delays early and propose practical solutions

Financial monitoring and compliance

- Monitor project budgets, expenditure and timesheets against EU reporting requirements
- Keep documentation and audit trails complete and accessible, and support compliance with funders' financial and administrative obligations

Stakeholder coordination

- Work closely with colleagues, external partners, and represent Europa Uomo in project meetings when asked by the Chair

Reporting and authority

You will report directly to the Chair and operate with a high degree of independence within your responsibilities. Strategic decisions on project participation, funding applications and financial commitments rest with the Chair. Your role is to keep projects on track, flag risks early, follow up on agreed actions, and give the Chair timely, accurate information to support those decisions.

What you bring

Essential

- A bachelor's or master's degree in a relevant field (project management, European studies, public administration or public health)
- At least three years of relevant experience in an EU, NGO or international project environment
- Working knowledge of EU-funded project administration, reporting and the basics of grant and tender applications
- Confidence with project budgets, timesheets and reporting deadlines
- Able to work autonomously, organise your own priorities and take initiative
- Strong written and interpersonal communication skills, and good working knowledge of Excel, Word and PowerPoint
- Excellent written and spoken English

Desirable

- Hands-on experience preparing or managing EU grants or tenders end-to-end
- An interest in health and patient advocacy

Eligibility

You must have the right to live and work in Belgium (EU/EEA citizenship or a valid Belgian residence and work permit). You should be based within commuting distance of Brussels, as some on-site presence will be required from time to time. There is no fixed number of office days.

What we offer

- A permanent, full-time contract under Belgian law, based on a 38-hour week
- A salary in line with the Belgian non-profit sector, based on experience
- Primarily home-based working, with a flexible workspace available in Brussels and occasional on-site presence as required
- Meal vouchers for each day worked
- Statutory Belgian annual leave, reaching four weeks after a full year of employment, plus Belgian public holidays
- Enrolment in the Europa Uomo pension scheme after six months
- The digital equipment you need to work from home and in Brussels, which remains Europa Uomo property
- The opportunity to contribute directly to European work on prostate cancer, alongside an international network of patient organisations, researchers and healthcare professionals

How to apply

Please send your CV, a short motivation letter and an indication of your availability to info@europa-uomo.org by 15 December 2026, with "EU Projects and Grants Manager" in the subject line.

Europa Uomo is committed to equal opportunities and welcomes applications from all suitably qualified candidates who share our commitment to men affected by prostate cancer.