

JOB TITLE: Youth Strategy and Capacity Building Assistant
FIRST CONTACT POINT: Membership & Capacity Building Manager
LINE MANAGER: Membership & Capacity Building Manager

LOCATION : Chaussée d'Etterbeek 180, B-1040 – Brussels

BACKGROUND

The **European Patients' Forum (EPF)** was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 70 + members, which are national coalitions of patients' organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination.

www.eu-patient.eu

PURPOSE OF THE ROLE

- Acting as a bridge between EPF Youth group (YG) members and the EPF Secretariat, making sure the priorities of EPF YG members are reflected in our work, and that the YG members make the most of their membership.
- Supporting the implementation of the EPF Capacity Building Programme for patients' organisations with a particular focus on the youth activities.

KEY AREAS OF RESPONSIBILITY

Youth group coordination and Secretariat

- Coordinate the internal and communications and engagement strategy of the Youth Group (YG):

- Organise the Youth Group (YG) external (workshops etc) and internal meetings (Spring and Fall YG Meeting),
- Coordinating the monthly teleconferences within the YG,
- Submitting contributions from the YG to the EPF newsletter,
- Acting as first point of contact for the recruitment of new members in the Youth Group,
- Coordinate and contribute to EPF campaigns (such as EPF Elections campaign) by bringing the youth perspective;
- Lead, with the support of EPF Communications team, the EPF YG external communications and representation
 - Helping build the Youth Group network and organise and attend meetings with external stakeholders (medical students associations doctors, MEPs, Youth organisations, etc.),
 - Contributing to Youth related activities with external entities (EMA etc),
 - Helping with reporting and drafting of recommendations,
 - Managing the European Young Patients' Facebook, Twitter and Instagram pages.
- Be the first point of contact and the coordinator of EPF Youth group projects (WAYS etc).

Capacity Building

- Support the organisation of EPF Capacity Building activities both online and face to face with a particular focus on the Summer Training for Young Patient Advocates;
- Maintain and foster the relations with the Summer Training and Capacity Building Alumni;

Other

- Supporting the EPF team with recurring and new tasks depending on need and capacity.

DIMENSIONS

Staff:

EPF Team: 20 (both based in and outside Brussels)

Direct reports: none

KEY INTERFACES

Internal:

- All members of the Membership and Capacity Building Team, Events Officer, Project Team, Policy team, Events Officer, Communications Team.

External:

- EPF Youth Group
- Capacity Building and Summer Training Alumni

KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Required:

- EU nationality and/or right to work in Belgium without a work permit,
- Very good/fluent level of English, speaking and writing skills (other languages are an asset)
- Excellent communications skills, both oral and written;
- Commitment to EPF values;
- Experience of collaborative working between different stakeholder groups;
- Knowledge and experience of how a membership-based NGO operates;
- Experience in planning and delivering training to civil society groups;
- Excellent knowledge of Office tools;
- Ability to work autonomously within a small team, and within tight deadlines;
- Availability to travel across Europe.

Desirable:

- Background in health, or health related topics;
- Knowledge of the EU Institutions;
- Experience in supervising the work of external consultants and trainers
- Facilitation skills – ability to coordinate and solicit opinions and feedback from a group with diverse perspectives to reach a common, best solution;
- Creativity and ability to propose solutions that match the strategic vision of EPF

TERMS

We offer

- A full-time position giving the opportunity to progress and to integrate into a dynamic and multi-cultural team in a European environment;
- A salary based on experience;
- A package including lunch vouchers (8 euros), transportation costs if applicable, health care (hospitalisation and ambulatory care) and pension insurance;
- An open-ended contract.

Qualified candidates should submit, only via email (mail subject: “Application for the position of Youth Strategy and Capacity Building Assistant”), a cover letter and CV in English to: recruitment@eu-patient.eu by 8 December 2019 at the latest.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted.

The selected candidate should be prepared to start beginning of January 2020.