

**The European Patients' Forum (EPF) is recruiting a
Membership and Governance Officer**

Full-time (100%) position

CDI

Deadline: 30 June 2023

To start as soon as possible

Interviews will take place on a rolling basis

Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels

BACKGROUND

The European Patients' Forum (EPF) is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 79 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see www.eu-patient.eu

PURPOSE OF THE ROLE

This role at EPF guarantees a strong and engaged membership and a smooth and transparent governance.

KEY RESPONSIBILITIES

MEMBERSHIP

- Implement the membership strategy, with the supervision of Head of Membership, Governance and Capacity Building;
- Maintain good communication with EPF members, with a focus on keeping the network vibrant and maintain high members responsiveness and engagement;
- To regularly keep the members' database up to date;
- To monitor and track members' expertise, interests and engagement in EPF activities through a membership monitoring tool and involve them in relevant activities/events;

- With the supervision of the Head of Membership, Governance and Capacity Building create and execute engaging activities for EPF members;
- Support in organising online and in person events for the members (members' circles, webinars);
- Organise membership surveys and consultations (Survey Monkey);
- To be the main administrative contact for all EPF Members and prospective members of the network regarding their membership enquiries, applications and onboarding;
- To maintain an efficient membership administration, including encoding data and collecting the membership fees, analysing and reporting on the membership evolution and the state of the membership;
- To support the communications team with the network internal communications (weekly insider);
- Occasionally attend and represent EPF at members and stakeholder events.

GOVERNANCE

- Be responsible for the members' engagement and the preparation of the documents for the Annual General Assembly AGM (i.e., board/ethics committee elections, membership applications);
- Occasionally provide support to the EPF Board and Ethics Committee when needed (scheduling meetings, collecting and disseminating documents).

OTHER

- Supporting the EPF team with recurring and new tasks depending on need and capacity (i.e., contributing to the implementation of projects or events where EPF members are involved.)

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- 1-3 years relevant experience;
- 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 administrative/membership engagement work and;
- Excellent knowledge of Office tools, excel and databases;
- Ability to work autonomously within a small team, and within tight deadlines;

- Availability to occasionally travel across Europe.

Desirable

- Background in health, or health related topics;
- Knowledge of the EU Institutions;
- An interest in public speaking;
- 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.

KEY INTERFACES

Internal

- Reports to Head of Membership, Governance and Capacity Building
- All colleagues from the Membership and Capacity Building team, Project team, Policy team, Communications team, Operations team

External:

- EPF member organisations
- EPF Board
- EPF Ethics Committee

WE OFFER

- An open-ended contract, full time position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- An opportunity to gain hands-on experience on EU health policy and advocacy work working for a highly respected organisation;
- A competitive monthly salary depending on your experience and knowledge, coupled with various benefits:
 - lunch vouchers;
 - transportation offered in line with our internal policy;
 - health care (hospitalisation and ambulatory care);
 - pension insurance;
 - additional holiday;
 - flexible working conditions;
 - telework up to two days a week upon manager's approval, after the first 6 months;
 - end of year bonus.

HOW TO APPLY

If you are interested in this position, please submit an application via email, including a cover letter, CV in English and 2 references, to: recruitment@eu-patient.eu (Subject line: **“Application for the position of Membership and Governance Officer”**)

The deadline for applications is 30 June 23:59.

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

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.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/>. We will treat your data with the utmost care and take all appropriate steps to protect it.