

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

**Full-time (100%) position**

**CDI**

**Deadline: 16 September 2021**

**To start as soon as possible**

**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 75 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](http://www.eu-patient.eu)

## **PURPOSE OF THE ROLE**

- To guarantee a strong and engaged membership and a smooth and transparent governance.
- To provide administrative support to the EPF Board and EPF Ethics Committee.

## **KEY RESPONSIBILITIES**

### **MEMBERSHIP**

- With the supervision of Head of Membership, Governance and Capacity Building implement the membership strategy.
- Represent EPF at members and stakeholder events.

- To maintain a good communication with EPF members, with a focus on keeping the network vibrant and maintain high members responsiveness and engagement (weekly coffee with members, members' circle).
- To monitor and track members' expertise and interests 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.
- Organise membership surveys and consultations.
- To be the main administrative contact for all EPF Members and prospective members of the network regarding their membership enquiries, applications and renewal.
- To maintains an efficient membership administration, including encoding data and updating the database, 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).

## GOVERNANCE

- Support the EPF Board in administration issues, including scheduling meetings, dissemination of reading materials and minutes.
- Support the EPF Ethics Committee in administration issues, including scheduling meetings, dissemination of reading materials and minutes.
- 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).

## OTHER

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

## KNOWLEDGE, SKILLS AND EXPERIENCE

### *Essential*

- 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 travel across Europe.

#### *Highly 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.

## PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrable commitment to the vision and the mission of EPF;
- Solution-oriented;
- Excellent communication skills both verbal and written;
- Excellent interpersonal and organisational skills

## KEY INTERFACES

EPF Staff: 20

#### *Internal*

- Reports to Head of Membership, Governance and Capacity Building
- All members of the Membership and Capacity Building Team, Operations Team, Project Team, Policy team, Communications Team.

#### *External:*

- EPF Board
- EPF Ethics Committee
- EPF members

## WE OFFER

- 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
- An open-ended contract
- Various benefits: lunch vouchers, end of year bonus, transportation offered in line with our internal policy, health care (hospitalisation and ambulatory care) and pension insurance, additional holiday, flexible working conditions, working from home allowance
- 20 days of holidays plus office closure between Christmas and New Year Eve.
- Yearly trainings and personal development opportunities.

## 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](mailto:recruitment@eu-patient.eu) (Subject line: **“Application for the position of Membership and Governance Officer”**)

The deadline for applications is **16 September 2021 at 23:59**.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted. The selected candidate should be prepared to start in October 2021 (negotiable).

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.