

The European Patients' Forum (EPF)

EPF is seeking a dynamic and committed professional to fill the Communications Officer post within the organisation. **The Communications Officer** will develop and implement EPF's communication and advocacy strategy in line with EPF's strategic plan and goals and ensure excellent media relations and recognition of patients' advocacy issues across Brussels and in the European Union. He/she will develop and lead on advocacy campaigns on patient empowerment and patient access in 2015 and 2016.

The Communication Officer ensures EPF's policy and project work is translated into advocacy messages and accessible communication tools that influence decision makers and stakeholders. He/she writes, edits and develops EPF's communication material, for visual, electronic and print use, ensuring it is fully accessible, and develops creative communication actions. The person also manages the Communications Assistant and will represent the organisation externally on occasions.

For the job description and how to apply see below

Deadline for applications: 2nd August 2015

Interviews will be held in Brussels on 19th and 20th August 2015

EPF is the umbrella organisation of pan-European patient organisations active in the field of European public health and health advocacy.

EPF was founded in 2003 to become the collective patients' voice at EU level, manifesting the solidarity power and unity of the EU patients' movement. EPF currently represents 64 patient organisations, which are chronic disease-specific patient organisations operating at EU level, and national coalitions of patient organisations.

EPF's vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

EPF facilitates exchange of good practice and challenging of bad practice on patients' rights, equitable access to treatment and care, and health-related quality of life between patient organisations at European and at Member State level.

For more information please visit our website www.eu-patient.eu.

Job Title: Communications Officer, reporting to the Secretary-General

Start date: October 2015

Location: Brussels, Belgium

Deadline for application: 2 August 2015

Interview dates: 19th and 20th August 2015

Job Description

Main Tasks and Responsibilities

Advocacy and Communication Strategy

- Develop, implement and monitor an advocacy and communication strategy to translate EPF's policy and project work into relevant and strong messages and information for decision makers, stakeholders and members;
- Ensure regular and relevant reporting of progress of the implementation of the strategy;
- Manage EPF's social media activities (Facebook, Twitter, blog, YouTube, Flickr etc.);
- Develop and deliver creative communication actions;

Media

- Establish and maintain excellent relationships with Brussels and media across Europe, including organization of press briefings and conferences and interviews;
- Draft press releases, articles and editorials;
- Co-ordinate EPF's response in the event of crisis management;
- Support the Secretary General, Board members and other staff in dealing with media to ensure good messaging and profiling of EPF;
- Develop and implement a press-coverage monitoring system;

EPF Campaigns

- Develop and lead on the implementation of EPF's annual advocacy campaigns, including budget planning, messaging and advocacy activities;
- Develop a high quality visual identity and promotional material for the campaigns in line with EPF's visual identity;

Communication

- Co-ordinate production of monthly e-newsletter, including drafting of articles;
- Develop and manage an accessible website, including content and structure;
- Develop and ensure implementation of EPF's visual identity both internally and externally;
- Manage EPF's internal multimedia library;
- Develop written and electronic communication material, such as videos and the annual report;
- Develop and maintain an exhibition kit and promotional items;
- Externally represent EPF;

Financial and Management

- Draft and monitor budgets and ensure that all budget reporting requirements are adhered to and are of a high quality;
- Organise tenders to find external suppliers for the provision of services based on EPF's internal procurement guidelines;
- Provide input and reports on communication activities for the Operating Grant and projects;
- Manage the Communication Assistant;

Profile of the candidate

Essential

- At least 5 years' experience of working in European affairs, communication and media relations or relevant journalistic experience;
- Strong track record of developing and implementing a campaign in Brussels and/or at European level, including creative communication actions;
- Proven experience in managing social media activities;
- Demonstrated ability in achieving high-quality media coverage in Brussels and/or across Euro;
- Sound knowledge of website development and content management, according to accessibility standards, and relevant IT tools and programmes;
- Expertise in developing story boards for videos and overseeing production of videos;
- Solid understanding of developing and using a visual identity to establish and maintain a strong brand;
- Experience in developing written and electronic communication material, promotional items and exhibition kits;
- Proven ability to analyse complex policy issues and translate those into clear written and oral messages for a variety of different audiences in a, sometimes challenging, political environment;
- Written and spoken English at native speaker level, good knowledge of French;
- Excellent negotiating and influencing skills;
- Strong networking and relationship building skills;
- First-rate organisational and planning skills;
- Good experience in drafting and managing budgets and in working with external suppliers;
- Proven commitment to high professional ethical standards and diversity and learning in the workplace;
- Excels at operating in an fast pace, community environment and ability to work to tight deadlines;
- Excellent computer skills and proficient in excel, word, outlook and desk top publishing;

Desirable

- Experience in managing communications assistant and interns;
- Knowledge of the EU health environment;
- Experience of working in an EU NGO;

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrable commitment to the vision and the mission of the European Patients' Forum;
- Excellent interpersonal skills and a collaborative management style;
- Ability to work in a diverse team;

Additional information

The candidates selected for an interview will be required to complete a written assignment prior to the interview meeting.

We offer

- A varied and exciting position in a dynamic and multi-cultural team in a European environment
- Salary dependent on experience. Benefit package including lunch vouchers, health care insurance (hospitalisation and ambulatory care) and pension insurance.

To apply

Qualified candidates should submit, only via email (mail subject: “Application for Communication Officer”, a cover letter, a CV and a sample of recently published work in English to: recruitment@eu-patient.eu by **2nd August 2015** at the latest. Candidates who do not respect this will be automatically rejected.

The selected candidate should be available to start in October 2015.

Please note that only short-listed candidates will be contacted. We thank all applicants for their interest in EPF and our work.