

**The European Patients' Forum (EPF)**

EPF is seeking a dynamic and committed professional to fill a new senior leadership post within the organisation. **The EPF Head of Brussels office** will oversee and coordinate the EPF secretariat team, and manage EPF finances and operations

For job description and how to apply see below

Deadline for applications: 7 September 2014

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

**Job Title:** Head of Brussels Office, reporting to the Secretary-General

**Start date:** November 2014

**Location:** Brussels, Belgium

**Deadline for application:** 7 September 2014

**Interview:** end of September

## **Job Description**

### **Main Tasks and Responsibilities**

- Coordinates, line manages and supports EPF team members in line with the organisational chart
- Develops and implements operational plans, internal policies, and goals that further strategic objectives and maximises the effectiveness of the organisation
- Ensures compliance to minimum standards in accordance with all government legislation, regulations and guidelines pertinent to the organisation's role as an employer and non-profit organisation
- Prepares and controls the annual budget
- Works in close liaison with project team in preparing individual project budgets
- Manages the complete financial, statistical, and accounting records of the organisation
- Leads on the development of long-term financial strategy to support the EPF strategic plan
- Is responsible for the submission of the EPF annual operating grant proposal, monitoring its implementation, and the reporting procedure.

### **Profile of the candidate**

#### **Required:**

- Demonstrable commitment to the vision and the mission of the European Patients' Forum
- At least 8 years' experience in financial management with appropriate qualifications
- Strong track record of European Commission contract management
- Excellent communication skills both verbal and written
- Knowledge and experience in organisational effectiveness and operations management, and implementing best practices.
- Background and work experience in human resources management
- Experience in working within an NGO environment
- Budget development and oversight experience
- Proven commitment to high professional ethical standards and diversity and learning in the workplace
- Excels at operating in an fast pace, community environment
- Excellent interpersonal skills and a collaborative management style.
- Fluent spoken and written English and French
- Excellent computer skills and proficient in excel, word, outlook, and access.

#### **Desirable**

- Knowledge of the functioning of the EU Institutions
- Knowledge of the EU health environment
- Experience in working in an EU NGO

### **Additional information**

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

### **We offer**

- 80%-100% leadership position in a dynamic and multi-cultural team in a European environment
- Salary dependent on experience and achievement of objectives. 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 Head of Brussels Office”, a cover letter and CV in English to: [nicola.bedlington@eu-patient.eu](mailto:nicola.bedlington@eu-patient.eu) by 7 September at the latest. Candidates who do not respect this will be automatically rejected.

The selected candidate should be available to start in November

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