

The European Patients' Forum (EPF) is recruiting a

COMMUNICATIONS OFFICER

Full-time (100%) position

CDI

Deadline: 2 April 2023

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 78 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

The Communications Officer is responsible for helping develop and deliver excellent communications on EPF's work.

KEY RESPONSIBILITIES

- You communicate EPF's projects development and results.
- You design and implement project communication strategies.
- You contribute to new project proposals.
- You manage the projects' digital communications channels on a daily basis, developing and designing relevant and interesting content.
- You create designs for social media campaigns and design templates for other communication channels.
- You lead or contribute to project materials such as reports, white papers, lay summaries.
- You liaise with service providers and creative media agencies.
- You complete to the organisation, preparation and execution of major project events.
- You update EPF's external newsletters with project updates in a consistent and timely manner, and contribute to the newsletters of various European projects.

- You understand partnerships that directly and indirectly affect the organisation.
- You contribute to the organisation, preparation and execution of major project events.
- You may also be expected to undertake other duties to meet the needs of the department and the organisation (including preparation of EPF's events, online and in person)

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Relevant experience in communication and information management.
- Fluent spoken and written English, with another EU language.
- Excellent writing and proof-reading skills and feel comfortable translating technical concepts into lay person's terms.
- Creative, attentive to detail, quality drive, have a sense of initiative and flourish in a very dynamic environment.
- You have basic knowledge of the functioning of EU institutions and interest in issues surrounding healthcare and patients.
- Planning and organisation skills, ability to work autonomously withing a small team and to operate at a fast pace.
- Proven commitment to high professional ethical standards and diversity and learning in the workplace.
- Excellent computer skills and proficient in MS Office and Adobe Suites hold no secrets for you.

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrable commitment to the vision and the mission of the European Patients' Forum.
- You are passionate about communication, master the latest tools and are curious about new developments that could support your work.
- You uphold EPF's mission and values and are proud to share them.
- Solution-oriented with a positive, can-do attitude and a collaborative approach to the team and our constituency.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and a collaborative team spirit.
- You know how to work independently and as well as part of a team.

KEY INTERFACES

Internal

- Executive Director
- All team members

External:

- EPF President and Officers
- EPF Board
- EPF member organisations

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;
 - healthcare (hospitalisation and ambulatory care);
 - pension insurance;
 - additional holiday;
 - flexible working conditions;
 - working from home allowance;
 - 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 Communications Officer**”)

The deadline for applications is 2 April 2023 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.