

The European Patients' Forum (EPF) is looking for a

Communications Manager

To join its Secretariat in January 2020

Full Time, open-ended contract
Deadline for applications: 17 November 2019
Interviews: early December

The European Patients' Forum

The European Patients' Forum (EPF) was founded in 2003 to bring the patient perspective into European health policy, to increase the capacity and capability of the patient community to exercise voice, and through its involvement in European projects to help deliver patient focussed healthcare. More information: www.eu-patient.eu

The Role of Communications Manager

EPF is looking to appoint a new Communications Manager to lead the Communications function at EPF. Working with the Senior Management Team, EPF Board, wider Secretariat Team and a Communications Officer, you will be responsible for developing a new Communications Strategy, which will be incorporated into a wider EPF Strategic Development Plan. It is likely that the Strategy will facilitate the establishment of a new communications portal alongside the development of individual programmes linking to each of the three principal areas of EPF activity.

The successful candidate will be an effective communicator, well versed in the use of a range of communication tools, who is able to work within a complex and rapidly evolving environment with a broad range of stakeholders and stakeholder groups. With significant prior experience working in a communications environment, the candidate will be able to demonstrate a commitment to and understanding of patient empowerment within a European health systems context.

Our Recruitment Process

We will undertake a first stage longlisting assessment process, with successful shortlisted candidates invited to an Assessment Centre (interview, in-tray exercise and written paper) in early December 2019. A formal offer will be made to a successful candidate with a view to taking up the post in early January 2020.

Candidates are asked to submit a CV and single page covering letter to **recruitment@eu-patient.eu**, clearly setting out their motivation and suitability for the post based upon the outline Job Description and Person Specification. Deadline for applications: **17 November 2019**.

The post is offered as a permanent, full-time appointment. Salary range for an appropriately qualified individual with minimum five years' experience will be offered in the band of €3,150 to €3,765. This can be negotiated further for those candidates offering greater experience. The salary will be coupled with various benefits (lunch vouchers of 8 euros/day), transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance.

Please note that 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.

Job Description

Job title: Communications Manager

Starting date: January 2020

Reports to: Executive Director

Location: EPF Office, Brussels

Principle Responsibilities

1. Communications Strategy:

- To develop a Communication Strategy based on EPF's organisation's purpose, vision and mission
- To provide organisational leadership on the delivery of effective communication

2. Communications Platform:

- To establish a Communication Platform, through which EPF will engage with stakeholders
- To develop a portfolio of communication tools and methods for use by the Secretariat Team and others as required

3. Communication Activities:

- To lead and manage on the development and delivery of communication activities relating to EPF's three principle areas of activity:
 - Patient Perspective – policy and advocacy work
 - Patient Voice – capacity and capability training and education
 - Patient Value – European level project-based activities
- Organise tenders to identify external suppliers for the provision of services based on EPF's internal procurement guidelines

4. Organisational Interface

- Develop metrics for the management and assessment of the Communications Function at EPF
- Present and report to the SMT, Board, Annual General Meeting and other meetings as required
- Represent EPF externally as agreed with the Executive Director
- Line manage the Communications Officer post

Person Specification

Essential

- A minimum of five years' experience of working in communication, media relations, European affairs, and/or relevant journalistic experience;
- Evidence of having successfully developed and implemented a communications strategy;
- Proven experience in managing social media activities and leveraging social media as part of an integrated communications strategy;
- Demonstrated ability in achieving high-quality media coverage in a relevant sector and geography;
- Written and spoken English at native speaker level, with working knowledge of at least one other European language;
- Experience of successful collaboration with external suppliers;
- Excellent computer skills and proficiency in Excel, Word, Outlook and desktop publishing.

Desirable

- Line management experience;
- Knowledge of the EU health environment and EU health policy;
- Experience of working in an NGO.

Personal Qualities & Attributes

- Demonstrable commitment to the vision and the mission of the European Patients' Forum;

- Excellent interpersonal skills and a collaborative management style;
- Excellent negotiating and influencing skills;
- Ability to multi-task and prioritise workload;
- First-rate organisational and planning skills.