

The European Patients' Forum (EPF) is looking to appoint a

Project Communication Officer in March 2020

Deadline for applications: 31 January 2020

Interview date: early February 2020

Full time (100%), fixed term employment of one year with the option to extend

The Project Communication Officer is responsible for the management and delivery of projects and initiatives communication on behalf of EPF. S/he will work closely with Communications and Projects Teams.

1. Background

The European Patients' Forum (EPF) was founded in 2003 to be the collective influential patient voice in European health and related policies and a driving force to advance patient empowerment and equitable patient access in Europe.

EPF currently represents 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients living with various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic conditions in the Europe have access to high quality, patient-centred equitable health and related care.

The EPF strategic goals focus on areas such as health literacy, healthcare design and delivery, patient involvement, patient empowerment, sustainable patients' organisations and non-discrimination. More information: www.eu-patient.eu

2. PURPOSE OF THE ROLE

EPF currently holds a large projects portfolio financed by the Third Health Programme, Horizon 2020 Research Programme and the Innovative Medicines Initiative.

The Project Communication Officer will be in charge for communicating projects' development and results, highlighting compelling content that will make sense to lay readers, and thus helping people understand the rationale and value of EPF engagement in projects.

The role requires a diverse level of engagement depending on EPF role in 11 of these projects (from Work Package leader to major/minor contributor). Good understanding of scientific jargon and ability to translate it into lay language are a must.

3. Job description

Job title: Project Communications Officer (100%)

Reports to: Senior Programme Manager

3.1 KEY AREAS OF RESPONSIBILITIES

The post holder will be responsible for:

Project Communication Management

- Daily, promoting projects visibility through digital communications channels, by developing relevant and interesting content
- Producing articles on projects updates
- Coordinating, where needed, the delivery of projects periodic newsletters
- Managing communications for major EPF projects events

- Translating technical and scientific project content into lay language

Content and platform coordination

- Maintaining, where needed, projects web-platforms,
 - coordinating and uploading content on the web-platform on an on-going basis,
 - reviewing the timeliness of updates, accuracy of content uploads and periodically reviewing its overall content and impact, to advise on additional areas of content that may be needed

Financial Management

- Managing the project communications budget and ensuring timely reporting

General Tasks

- Contributing to ensure a coherent communications strategy and messages with EPF Communications Team
- Administrative tasks (tenders and administrative procedures in line with EPF policies)
- Undertaking other duties to meet the needs of the department and the organisation

4. Profile specification

Qualifications and Experience

- Bachelor's degree (or equivalent) or relevant experience in Communications and information management, Journalism or Public Health and Science
- 3 -years' experience in a similar role
- Proven experience working on multi-stakeholder projects (NGOs, industry, academia, etc.)
- Previous work experience in science communication, especially in relation to public health, and health data is highly desirable
- Experience in handling live social media during events
- Fluency in English

Knowledge, skills, abilities

Essential

- Understanding and ability to translate technical/scientific concepts into lay person's terms
- Creativity and attention to quality
- Ability to design projects communications strategies and activities for projects and new project proposals
- Proven ability with using web content management products to manage the content of one or more web sites;
- Strong computer skills, including word processing, spreadsheets, presentation packages, internet, and excellent ability to navigate the social media environment
- Excellent verbal and written skills in English, plus working knowledge of at least another EU language is required
- Ability to coordinate and /or produce projects' periodic newsletters and communication tools (PPTs, videos, factsheets etc) targeting identified relevant audience
- Ability to coordinate, proofread and edit reports

Desirable

- Demonstrable commitment to the vision and mission of EPF, especially in relation to promoting the meaningful involvement of patients
- Excellent interpersonal, communication, and problem-solving skills
- Demonstrated ability to work effectively in multi-stakeholder teams, delivering through and with others
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities;
- Project management skills.

5. Dimensions and Key interfaces

Team size: 20

Direct Report: none

Internal

EPF Staff:

- Senior Programme Manager
- Finance Manager
- Communication Team
- Events Officer
- Policy Team

External

Projects partners

6. Terms

Term of appointment: Fixed term employment of one year with the option to extend

Starting date: March 2020 at the latest

Location of post: EPF office, Brussels

We offer

An opportunity to work in a friendly, dynamic and multi-cultural team, in an international environment;

A competitive salary depending on experience (in the range of €2,696 - €2,785 gross/month), coupled with various benefits (lunch vouchers (8 euros/day), annual bonus, transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance).

To apply

Interested? Please submit, only via email (subject: “Application for the position of Project Communications Officer”), a cover letter and a CV in English, as well as two references to: recruitment@eu-patient.eu by **31 January 2020**.

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.