

**The European Patients' Forum (EPF) is recruiting a  
Communications Officer**

**CDI ~ Full-time (100%) position**

**Open-ended contract**

**To start as soon as possible**

**Deadline: 23h59, 10 July 2022**

**Interviews will take place on a rolling basis**

**Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels**

## Background Information

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 over 77 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](http://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 TASKS

- You manage 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 manage EPF's weekly internal and external newsletters in a consistent and timely manner
- You monitor information relevant to EPF's priorities and network, and ensure its rapid dissemination
- You produce and support content preparation for various EPF communications channels/purposes (such as the Annual Report)
- You help with developing and implementing an effective strategy to enhance EPF's impact online, e.g. through web analytics reporting
- You make sure that EPF's databases and mailing lists are maintained and up to date
- You understand partnerships that directly and indirectly affect the organisation
- 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)

## 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

## DIMENSIONS AND KEY INTERFACES

Team size: 23

Direct Report: 1 (Communications Manager)

### **Key Interfaces (internal)**

- Executive Director
- All team members

### **Key Interfaces (external)**

- EPF President and Officers
- EPF Board
- EPF Member organisations

## WE OFFER

- A full-time position with an open-ended contract (CDI); in a mission driven organisation working to amplify the voice and enhance the perspective of patients in Europe
- A friendly, dynamic, and multi-cultural team and international working environment
- A competitive compensation package including the according to the candidate's experience, including the following benefits:
  - Lunch vouchers (8 euros/day)
  - Annual bonus
  - Health care (hospitalisation and ambulatory care and pension insurance).
  - Working from home allowance
  - Work from Home Abroad policy
  - Additional holiday
  - Transportation offered in line with our internal policy

## 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](mailto:recruitment@eu-patient.eu)  
(Subject line: “Application for the position of Communications Officer– (Your Full name)”)

**Interviews will take place on a rolling basis.**

The deadline for applications is 10 July 2022, 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.