

JOB TITLE: Membership and Governance Assistant

FIRST CONTACT POINT: Membership & Capacity Building Manager

LINE MANAGER: Membership & Capacity Building Manager

LOCATION : Chaussée d'Etterbeek 180, B-1040 – Brussels

BACKGROUND

The **European Patients' Forum (EPF)** was founded in 2003 to ensure that the patients' community drives policies and programmes that affect patients' lives to bring changes empowering them to be equal citizens in the EU.

EPF currently represents 70 + members, which are national coalitions of patients' organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients affected by various chronic diseases throughout Europe.

EPF's vision for the future is that all patients with chronic and/or lifelong conditions in the EU have access to high quality, patient-centred equitable health and social 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.

www.eu-patient.eu

PURPOSE OF THE ROLE

- To guarantee a strong and engaged membership and a smooth and transparent governance.
- To provide administrative support to the EPF Board.

KEY AREAS OF RESPONSIBILITY

MEMBERSHIP

- To be the main administrative contact for all EPF Members and prospective members of the network regarding their membership enquiries, applications and renewals.
- To maintain a good communication with the members, with a focus on keeping the network vibrant and increase members responsiveness (weekly coffee with members).
- To maintains an efficient membership administration, including encoding data and updating the database, analysing and reporting on the membership evolution and the state of the membership.
- Support the membership and capacity building manager in organising membership surveys and consultations.
- To support the communications team with the network internal communications (weekly insider)
- Represent EPF at members and stakeholder events

GOVERNANCE

- Support the Board in administration issues, including scheduling meetings, dissemination of reading materials and minutes,
- Support the Ethics Committee in administration issues, including scheduling meetings, dissemination of reading materials and minutes,
- With the supervision of the Membership and Capacity Building Manager prepare the documents for the AGM (i.e. board elections, membership applications)

OTHER

- Supporting the EPF team with recurring and new tasks depending on need and capacity.

DIMENSIONS

Staff:

EPF Team: 20 (both based in and outside Brussels)

Direct reports: none

KEY INTERFACES

Internal:

- All members of the Membership and Capacity Building Team, Events Officer, Project Team, Policy team, Events Officer, Communications Team.

External:

- EPF Board
- EPF Ethics Committee
- EPF members

KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Required:

- EU nationality and/or right to work in Belgium without a work permit,
- Very good/fluent level of English, speaking and writing skills (other languages are an asset)
- Excellent communications skills, both oral and written;
- Commitment to EPF values;
- Experience of collaborative working between different stakeholder groups;
- Knowledge and experience of how a membership-based NGO operates;
- Experience in administrative work and;
- Excellent knowledge of Office tools, excel and databases;
- Ability to work autonomously within a small team, and within tight deadlines;
- Availability to travel across Europe.

Desirable:

- Background in health, or health related topics;
- Knowledge of the EU Institutions;
- An interest in public speaking
- Facilitation skills – ability to coordinate and solicit opinions and feedback from a group with diverse perspectives to reach a common, best solution;
- Creativity and ability to propose solutions that match the strategic vision of EPF

TERMS

We offer

- An 80% position giving the opportunity to progress and to integrate into a dynamic and multi-cultural team in a European environment;

- A monthly gross salary of between 1959 and 2054 euros gross / month depending on experience, at 100% FTE;
- A package including lunch vouchers (8 euros), transportation costs if applicable, health care (hospitalisation and ambulatory care) and pension insurance;
- An open-ended contract.

To apply

Qualified candidates should submit, only via email (mail subject: “Application for the position of Membership and Governance Assistant”), a cover letter and CV in English to: recruitment@eu-patient.eu by 12 December 2019 at the latest.

Please note that due to the volume of applications expected, only shortlisted candidates will be contacted. The selected candidate should be prepared to start beginning of January 2020.

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.