

The European Patients' Forum (EPF)
is looking for a skilled and highly motivated

Communications Officer

to join its Secretariat in late November/early December 2020

Interviews will take place on a rolling basis and the position can be filled as soon as possible

Full time position 100%
Open-ended contract
Deadline: 16 October 2020

Background Information

Since its creation in 2003, the European Patients' Forum (EPF) has grown from 13 to 75 patient organisations across wider Europe, providing a strong and united patient voice in all matters relating to healthcare. We continue to lead collective patient advocacy in Europe, providing a cross-disease perspective from a wide European patient community to the policy-making process. With our members, we bring together people, knowledge and expertise working to drive profound and positive change for patients within the European healthcare landscape.

EPF's vision is for a Europe where patient organisations are valued partners in creating equitable, person-centered, accessible, and sustainable healthcare systems, based on patients' unique expertise.

EPF helps to empower patients' organisations through educational seminars, policy initiatives and projects. We coordinate best practice exchanges between patient organisations at European and national levels. Our programmes also help to strengthen their organisational and advocacy capacity.

For more information, please visit www.eu-patient.eu

Job Description

Job title: Communications Officer

Starting date: December 2020

Reports to: Communications Manager

Location: Chaussée d'Etterbeek 180 - 1040, Brussels, Belgium

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 manage EPF's weekly newsletter 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
- 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

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

Profile of the candidate

ESSENTIAL

- You have relevant experience in communication and information management
- You are fluent in written and spoken English and have at least one other EU language
- You have excellent writing and proof-reading skills and feel comfortable translating technical concepts into lay person's terms
- You are creative, attentive to quality, have a sense of initiative and flourish in a very busy, high pressure environment
- You have basic knowledge of the functioning of EU institutions and interest in issues surrounding healthcare and patients
- Office and Adobe Suites hold no secrets for you

PERSONAL QUALITIES AND ATTRIBUTES

- 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
- You know how to work independently and as well as part of a team

WE OFFER

- A full-time position giving you the opportunity to integrate a dynamic and multi-cultural team; An open-ended contract;
- A competitive salary, **in region of 2,074-2,200 EUR gross**, 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

Please send your application, consisting of a letter of motivation (one page maximum), your CV, and two references in English to recruitment@eu-patient.eu by 16 October 2020 at the latest (e-mail subject: "Application for the position of Communications Officer"). Interview invitations will be extended on a rolling basis. The selected candidate should be prepared to start in late November/December 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.