

Events Officer

The European Patients' Forum (EPF) is recruiting an

Events Officer
(6-month maternity cover)

To join its Secretariat in mid-November 2018

Deadline for applications: 4 October 2018

Part-time (80%) position

Gross salary, pro-rated, between 1750 and 1920 EUR per month, depending on experience, plus a competitive benefits package

Background Information

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 72 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 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.

More information: www.eu-patient.eu

Job Description

Job title: Events Officer

Starting date: Mid-Nov 2018

Reports to: Senior Programme Manager and Membership & Capacity Building Manager

Location: 180 Chaussée d'Etterbeek, 1040, Brussels

Purpose of the role

The Events Officer plans, organises and coordinates events and meetings in cooperation with the EPF team. The portfolio of events to be organised include smaller events such as Board meetings, Working group meetings, and larger events such as the Annual General Meeting in April 2019, project conferences and our first ever Congress in November 2019. This will be a 6-month maternity cover.

Responsibilities

EVENTS & MEETING MANAGEMENT

- Plan, organise and coordinate events and meetings in cooperation with EPF team members responsible for the content of the programme of the event;
- Negotiate with hotels for accommodation and meetings to ensure cost-effectiveness and accessibility;
- Establish, manage and monitor budget for the events and meetings;
- Create invitee list and invitation material;
- Coordinate event logistics, including registration and attendee tracking, catering, presentation and materials support and pre- and post-event evaluations.
- In cooperation with EPF's Communications team, initiate, coordinate and/or participate in all efforts to publicise event. Ensure EPF's visual identity is correctly presented at EPF events;
- Manage correspondence related to the events organised;
- Ensure technical requirements of meetings are met (projectors, computers, and other display materials).

TRAVEL MANAGEMENT

- Manage travel and accommodation of participants;
- Manage travel and accommodation of EPF's President;
- Administer online approval system for accommodation and travel for EPF team;
- Process, monitor and approve reimbursement forms from participants and EPF team

Profile of the candidate

Required:

- 3 years of experience in the field of events' organisation;
- Superior planning and organisational skills;
- Good negotiation skills and relevant experience in budget management;
- Proven ability to set, communicate and maintain timelines and prioritise;
- Experience in managing suppliers and in managing call for tenders' procedures;
- Ability to work in a fast pace environment;
- Fluency in English and at least one other EU language;
- Excellent communication and interpersonal skills, both verbal and written;
- Commitment to the vision and the mission of the European Patients' Forum;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;
- Ability to work as part of team;

Desirable:

- Previous work experience in an NGO;
- Knowledge of further EU languages.

We offer

- A 6-month, part-time (80%) position;
- A pro-rated monthly gross salary of between 1750 and 1920 euros / month depending on experience, coupled with various benefits (lunch vouchers (8 euros/day), 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 Events Officer – Maternity Cover"), a cover letter and a CV in English, as well as two references to: recruitment@eu-patient.eu **by 4 Oct 2018** at the latest.

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.