

The European Patients' Forum (EPF)
is recruiting an

Event Assistant

To join its Secretariat in April 2017

Deadline for applications: 5th March 2017

Part-time (80%) position
9-month contract renewable depending on performance

Gross salary: between 1600 and 1760 euros per month,
depending on experience

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 67 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 Assistant

Starting date: April 2017

Reports to: Director of Programmes & Engagement

Location: 31 rue du Commerce, 1000 Brussels

Purpose of the role

The Events Assistant plans, organises and coordinates events and meetings in cooperation with the EPF team.

Key areas of responsibility

- Plan, organise and coordinate events and meetings in cooperation with EPF team member leading on the contents and the programme of the event;
- Liaise and negotiate with hotels for accommodation and meeting facilities to ensure cost-effectiveness and accessibility;
- Liaise and negotiate with travel agency, catering agency...;
- Monitor budget for the events and meetings;
- Manage invitations and preparation of documents for events;
- Ensure the follow-up of registrations;
- Manage accommodation and travel booking;
- Work together with EPF's Communications Officer to ensure EPF's visual identity is correctly presented at EPF events;
- Process reimbursement forms from participants;
- Support the team with administrative tasks when needed.

Profile of the candidate

Required:

- 2 to 3 years of experience in the field of event organisations;
- Superior planning and organisational skills;
- Keen eye for details, good with numbers and 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;
- Experience in negotiating with suppliers and in managing call for tenders' procedures;
- Excellent computer skills, confident user of Office tools;
- Commitment to the vision and the mission of the European Patients' Forum;
- Ability to work independently and as part of a team;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;

Desirable:

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

We offer

- A part-time (80%) position giving you the opportunity to integrate a dynamic and multi-cultural team in a European environment;
- A nine-month contract (until the end of 2017) renewable depending on performance;
- A monthly gross salary of between 1600 and 1760 euros / month depending on experience;
- A package including lunch vouchers (8 euros), transportation costs, health care (hospitalisation and ambulatory care) and pension insurance;

To apply

Qualified candidates should submit, only via email (mail subject: "Application for the position of Events Assistant"), a cover letter and a CV in English, as well as two references to: recruitment@eu-patient.eu by 5 March 2017 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 April 2017.