

**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, Sunday 3 March 2024**

Interviews will take place on a rolling basis

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

BACKGROUND

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 79 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

PURPOSE OF THE ROLE

The Communications Officer is responsible for helping develop and deliver excellent communications on EPF's and our projects' work.

KEY RESPONSIBILITIES

- You manage EPF's digital communications channels (LinkedIn, Facebook, X, Instagram) on a daily basis, developing and designing relevant and interesting content;
- You handle the communications' efforts of our European projects (this includes managing contracted service providers, attending meetings, and liaising with consortium partners);
- You create designs for EPF's and our projects' social media campaigns and design templates for other communication channels;
- You manage and draft EPF's weekly internal and external newsletters in a consistent and timely manner;
- You monitor and actively collect 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 (reports, videos, podcasts, etc.);
- You take part in designing and implementing campaign strategies;
- You draft press releases or responses to media inquiries;
- You manage and update the website content;
- 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;
- Experience with/knowledge of EU projects;
- Fluent spoken and written English, with another EU language;
- Excellent writing and proof-reading skills and 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 and you have knowledge of EU health policy;
- 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.

KEY INTERFACES

Team size: 23

Direct Report: 1 (Communications Manager)

Internal

- Executive Director
- All team members

External:

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

WE OFFER

- An open-ended contract for a full time position;
- A friendly, dynamic, and multi-cultural team and international working environment;
- A family-friendly environment;
- Opportunities for growth working for a highly respected organisation in EU health policy and advocacy;
- A competitive monthly salary depending on experience and knowledge, coupled with various benefits:
 - lunch vouchers;
 - transportation offered in line with our internal policy;
 - complementary health care insurance (DKV hospitalisation and ambulatory care);
 - pension insurance; travel insurance;
 - flexible working conditions;
 - teleworking allowance in line with our internal policy (NB working from the office will be the norm in the induction phase);
 - Year-end bonus depending on the overall performance of the organisation.

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 (Subject line: “**Application for the position of Communications Officer – (Your Full name)**”)

The deadline for applications is 23h59, Sunday 3 March 2024.

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.