

The European Patients' Forum (EPF) is recruiting a

**COMMUNICATIONS OFFICER**

**Full-time (100%) position CDI**

**Deadline: Friday, 22<sup>nd</sup> November 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 nearly 80 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](http://www.eu-patient.eu)

## PURPOSE OF THE ROLE

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

## KEY RESPONSIBILITIES

- You develop and implement EPF's overall communication and PR strategy.
- You create engaging designs for social media campaigns and design templates for other communication channels.

- You design and implement project communication strategies.
- You lead or contribute to project materials such as reports, white papers, lay summaries.
- You manage the projects' digital communications channels on a daily basis, developing and designing relevant and interesting content.
- You contribute to new project proposals.
- You liaise with service providers and creative media agencies.
- You contribute to the organisation, preparation and execution of major project events.
- You update EPF's external newsletters with project updates in a consistent and timely manner, and contribute to the newsletters of various European projects.
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- You may also be expected to undertake other duties as needed to meet the needs of the Communications team and the organisation.

## KNOWLEDGE, SKILLS, AND EXPERIENCE

- Three years of relevant experience in communication and public relations, including in communication for EU projects.
- EPF's working language is English; a native or near-native spoken and written level of English is essential; fluency in other EU languages is a plus.
- Excellent writing and proof-reading skills and ability to translate technical concepts into lay person's terms.
- Creative, attentive to detail, quality drive, have a sense of initiative and flourish in a dynamic environment.
- 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.
- Proven commitment to high professional ethical standards and diversity and learning in the workplace.
- Proficiency in MS Office Suite (Word, PowerPoint, Teams and Outlook essential), Canva, emailing tools (Mailchimp), and Adobe Creative Suite.

## PERSONAL QUALITIES AND ATTRIBUTES

- You demonstrate commitment to the vision and the mission of the European Patients' Forum.

- You are passionate about communication, master the latest tools and are curious about new developments that could support your work.
- You understand partnerships that directly and indirectly affect the organisation.
- You uphold EPF's mission and values and are proud to share them.
- You are proactive and 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

### *Staff*

EPF Team: 24

Direct reports: None

### *Internal*

- (Reports to) Communications Manager;
- Communications Team
- Projects Team
- Policy Team
- Operations Team
- Capacity Building and Membership Team

### *External*

- Governance Committees of projects;
- Project partners (academia, companies, research centres, consultancies, etc.);
- 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);
  - 13<sup>th</sup> salary.

## 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](mailto:recruitment@eu-patient.eu) (Subject line: “**Application for the position Communications Officer**”)

**The deadline for applications is 22nd of November 2024, 23:59.** Please note that 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.