

The European Patients' Forum (EPF) is recruiting a

Events Officer

Full-time (100%) position CDI

Deadline: Sunday 26th January 2025

Interviews will take place on a rolling basis

To start as soon as possible

Location: EPF Secretariat offices, 180 chaussée d'Etterbeek, B - 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 78 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 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, or project related meetings, and larger events such as the Annual General Meeting and the EPF Congress.

Key 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 relating to organised events;
- Ensure technical requirements of meetings are met (projectors, computers, and other display materials).

TRAVEL MANAGEMENT

- Manage travel and accommodation of event participants and EPF staff;
- Coordinate with finance officer for the reimbursements of staff travel expenses; ensure relevant forms are up to date in cooperation with the Office Manager;
- Administer online system for accommodation and travel for EPF team;
- Process, monitor and approve reimbursement forms from event participants and EPF team.

Knowledge, skills and experience

Demonstrable skills and experience:

- 5 years of experience in the field of events' organisation;
- Experience in managing suppliers and in managing call for tenders' procedures;
- Fluency in English, with knowledge of additional EU languages being desirable;
- Demonstrable experience in negotiation and budget management;
- Demonstrable planning and organisational skills and ability to set, communicate and maintain timelines and prioritise;
- Understanding of the non-profit sector.

Personal attributes:

- Commitment to the vision and the mission of the European Patients' Forum;
- Ability to work in a fast-paced environment;
- Excellent communication and interpersonal skills, both verbal and written;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;
- Ability to work as part of teams.

We offer

- An open-ended contract for a full time position;
- A friendly, dynamic, and multi-cultural team and international working 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);
 - 13th 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 (Subject line: “**Application for the position of Events Officer + your full name**”)

The deadline for applications is Sunday 26th January 2025, 23h59.

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.