

## Communications Coordinator – Vacancy

### ABOUT EUROHEALTHNET

EuroHealthNet is the European Partnership for improving health, equity, and wellbeing. It consists of over 60 bodies from European countries responsible for public health and health promotion in Europe. From our office in Brussels, we coordinate research, policy, and capacity building activities which help address health inequalities and positively affect the determinants of health. There are currently 14 people in the office plus rotating internships, all of whom contribute to an active, diverse and dynamic work environment. You can read about our work at [www.eurohealthnet.eu](http://www.eurohealthnet.eu).

### ABOUT THE POST

The EuroHealthNet's Communications team amplifies the messages and expertise of the members of the partnership by disseminating reliable, evidence-based, and timely information to public health and social equity actors and beyond. It makes connections between public health people, resources, and initiatives to facilitate advocacy for a healthier and fairer Europe. EuroHealthNet tells the stories of people, projects, and ideas at the vanguard of health promotion, social innovation and our mission of tackling health inequalities. The successful candidate will join the communications team, currently made up of a Communications Coordinator and a Communications Assistant. We are now looking for a second Communications Coordinator to support the team.

The Communications team is part of the wider EuroHealthNet core team, and is in charge of external communications contributing to overall EuroHealthNet Partnership objectives. The position provides opportunities for initiatives and work on specific tasks such as set out below, but also a wide-ranging imperative to contribute their experience and knowledge to ensure credible, accurate and high-quality outputs across the EuroHealthNet work programme.

### ACCOUNTABILITY

The post is accountable to the relevant Programme Manager and the Director with occasional reporting to the Executive Board as needed. Besides the day-to-day tasks, the purpose of the role is also to enhance teamwork and improve quality and impact of outputs towards concrete objectives. The successful candidate is thus to take part in process coordination and take a problem-solving role where high-level knowledge and experience is needed. They will need to develop strong networking processes with colleagues, members and stakeholders.

## SPECIFIC TASKS

- Coordinate the **EuroHealthNet comms network**, which brings together communication colleagues and press officers working at our member agencies to work together and exchange on good practices. Eventually this will lead to an improved process for cooperation; and promoting and advocating for the Partnership and its objectives using all possible media, instruments and channels including increasingly those of members.
- To coordinate **the EuroHealthNet Magazine**, with highly attractive articles, primarily from the membership but also including external authors, disseminate it effectively, build and promote readership, and maximise its use as a relevant tool for public health practitioners' community.
- Coordinate and support the **development and implementation of the members-only section** of our website: a restricted platform built with SharePoint, accessible only to our members and aiming to facilitate dialogue and the exchange of resources.
- Organise and edit the on-line **Annual Report** of EuroHealthNet, coordinate the development of our **internal partnership newsletter** “*Network Intelligence*”, sharing exclusive updates about opportunities for funding, training, and capacity building, and contribute to our external newsletter “*Health Highlights*”.
- Build, maintain and nurture the strongest possible **professional relationships** with comms officials at European Institutions, stakeholders, and journalists at diverse press/media relevant for effective communications, ensuring accurate intelligence on health inequalities and advance knowledge of relevant developments, maximising opportunities for participation and benefits for the network and its members, and contributing to the strategic development planning process for 2022 onwards.
- And more generally contribute to:
  - Develop and promote **audio-visual content** (videos, audio content, graphics, and infographics) to share information in different and engaging ways, and find innovative ways to explain important information through story narratives, as this is an effective way of increasing understanding among the general public.
  - Maintain and update **our websites** which use WordPress and Drupal;
  - Maintain, update and develop our **CRM database** in keeping with GDPR legislation. Conduct an annual ‘mapping’ of stakeholders to stay connected to (new) actors. Organise contacts by categories (e.g., type, area of work, geographical location).
  - Help develop new projects and **opportunities for funded work**, including EU programmes and commissioned reports for members or other donors.

## PROFILE

### Essential

- You are educated to master level in a relevant field such as social sciences, humanities, or health related fields, **or** have a degree in communications with demonstrated understanding of public health, health equity, and health determinants.
- 4-5 years of relevant experience in communications.
- Technical experience needed in:
  - Maintaining and developing WordPress websites; Knowledge of HTML, CSS is an asset.
  - Maintaining and developing CRM Systems, preferably CiviCRM
  - Canva and Adobe Creative Cloud.
  - Developing and working with Teams and SharePoint
  - Writing news releases, articles, social media posts and other content (in English).
  - Editing articles/policy briefs/newsletters and other publications. This requires strong language skills, as well as understanding of the topics we work on.
- You use English like a native speaker. Your writing skills will be tested during the interview.
- You have demonstrable knowledge of EU policy making processes and EU institutions as well as. previous experience working on EU-funded projects.
- You are proficient in using Microsoft Office tools, including Teams and SharePoint.
- You can deliver high-quality results in a timely fashion and are comfortable working on your own as well as in teams.
- You are able to work on multiple tasks simultaneously to meet rapidly changing requirements of projects and priorities.
- You are rigorous and organised, with attention to detail.
- You have a proactive mind-set, pragmatic approach to problem solving and are willing to take the initiative.

**Desirable:**

- Pre-existing professional relationships with communications officials at European Institutions, stakeholders and journalists at diverse press/media relevant for effective communications on health and social topics.
- Experience setting up webpages via SharePoint and Teams for working together with people across organisations.
- Experience creating videos and podcasts.
- Knowledge of other European languages.
- Experience with CiviCRM and Mosaico for creating mailings.

## PRACTICALITIES

- This position is offered on a full-time basis according to Belgian national legislation.
- The Communications Coordinator will work in tandem with the other Communications Coordinator and report directly to the relevant Programme Manager and the Director with occasional reporting to the Executive Board as needed.
- All applicants must be qualified, eligible and able to work in Belgium.
- We are not able to provide financial assistance in relocating to Brussels or Belgium.
- The monthly gross salary range for this post is 3,100€ to 3,400€, depending on the person's experience. EuroHealthNet offers extra benefits such as meal vouchers, financial support towards the use of public transport to work, and hospital insurance.
- The post will include teleworking and office work. The successful candidate will be supplied with necessary materials to work remotely, as required (e.g., laptop).
- Flexible and attractive working environment with diversity and equality strategy.
- Opportunities for professional development.

## APPLICATIONS

Applicants should send an email to Mr. Renaud Rollet ([r.rollet@eurohealthnet.eu](mailto:r.rollet@eurohealthnet.eu)), with the following subject line: “Communications Coordinator Vacancy”. Please include the following two files as attachments (do not include any other attachments):

1. A CV, with file name “SURNAME\_FIRSTNAME\_CV”;
2. A motivation letter, one page maximum, with file name “SURNAME\_FIRSTNAME\_ML”. In your letter, please address the ways you are suited for this position. Applications that do not follow these instructions will be automatically disregarded.

The closing date for applications is **Monday, 17 January 2021** (17:00 CET). We plan to hold interviews in the following week, with the appointment to begin as soon as possible after that.

*Thank you for your interest in EuroHealthNet!*