

## Full-time vacancy – One year fixed-term contract

### Communications Officer

#### About EuroHealthNet

EuroHealthNet is the European Partnership for 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 policy, advocacy, research, and capacity building activities which help address health inequalities and positively affect the determinants of health. There are currently 20 highly skilled colleagues 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 position

EuroHealthNet's activities take place across three complementary platforms covering policy, practice and research. A core management and administration team unifies and build connections between the platforms.

Within the core team, the Communications team amplifies the messages and expertise of the Members of the Partnership and our projects by disseminating reliable, evidence-based, and timely information to public health, social equity actors and beyond. It makes connections between public health actors, resources, and initiatives to facilitate advocacy for a healthier and fairer Europe.

We are recruiting a Communications Officer to join the Communications team, currently consisting of one Coordinator and one Officer. Besides the day-to-day tasks set out below, the successful candidate will contribute their experience and knowledge to ensure credible, accurate and high-quality outputs across the EuroHealthNet work programme.

The successful candidate will report to the Communications Coordinator.

## Responsibility

The successful candidate will:

- Develop and implement the Members-only section of our website: a restricted platform built with SharePoint, aiming to facilitate dialogue and exchange of resources.
- Maintain and update our websites by adding our publications, statements, consultation responses, etc.
  - In particular, the successful candidate will be responsible for maintaining and promoting the [Health Inequalities Portal](#). This will include adding new resources to the database, updating the static information on the website as needed, as well as using social media and other channels to attract more visitors.
- Prepare mailings such as newsletters and press releases to be sent via our CRM system.
- Conduct an annual 'mapping' of stakeholders and media contacts.
- Develop and promote audio-visual content (videos, audio content, graphics, and infographics).
- Help facilitate and support the EuroHealthNet Communications Network, which brings together communication colleagues working at our member agencies to collaborate and exchange on shared challenges, good practices and tools.
- Support the other Communications Officer in the publication of [EuroHealthNet Magazine](#), which highlights the most interesting projects and developments in the field of health equity, public health, and health promotion. This will include proofreading, putting articles on the website and supporting the release and social media campaign for each edition.
- Help manage our social media channels (Twitter, LinkedIn, Facebook, YouTube)
- Support our communication and dissemination work as part of EU projects.

## Profile

- You are educated to master level in a relevant field such as communications, or have a degree in social sciences, humanities, or (public) health with demonstrated understanding of communications.
- You have 3+ years of relevant experience in communications.
- You have a thorough understanding of public health, health promotion and disease prevention, health equity and/or the socioeconomic determinants of health.
- Technical experience:
  - Maintaining and developing WordPress websites. Knowledge of HTML and CSS is an asset.
  - Experience with marketing mail campaign platforms such as Mailchimp. Working knowledge of CiviCRM is an asset.
  - Experience creating graphics and publication layouts using the Adobe Creative Cloud Suite and/or Canva.
  - Writing news releases, social media posts and other content (in English).
  - Editing articles/policy briefs/newsletters and other publications. This requires strong language skills, as well as an understanding of the topics we work on.
  - Knowledge of creating videos and podcasts both in-house as well as working with external contractors.
- You possess a high level of English to native or near native level. Your writing skills will be tested during the interview. Fluency in other European languages is an asset.
- You have demonstrable knowledge of EU policy making processes and EU institutions. Having previous experience working on EU-funded projects is desirable.
- You are proficient in using Microsoft Office tools, including Teams and SharePoint.
- You deliver high-quality results in a timely fashion, and are comfortable working on your own as well as in teams.
- You can work on multiple tasks simultaneously to meet rapidly changing requirements and priorities.
- You are rigorous and organised, with attention to detail.
- You have a proactive mind-set and are willing to take initiative.

## Practicalities

This position is offered according to Belgian national legislation. It is an **offer for a full-time position of 38 hours per week with a fixed-term contract of one year**. There is a possibility of obtaining an extension or a permanent contract afterwards.

For this position, the annual gross salary ranges between €37.500 and €42.600 depending on experience and qualifications, and will also include benefits such as meal vouchers, financial support towards the use of public transport to work, and hospital insurance.

All applicants must be qualified, eligible, and able to work in Belgium. Unfortunately, we are not able to provide financial assistance to relocate to Brussels or Belgium.

The post will combine in-office and remote work, as well as occasional travel within Europe – depending on health security regulations. The successful candidate will be supplied with necessary materials to work remotely, as required (e.g., laptop).

## We value diversity and inclusivity

Diversity is a core value of EuroHealthNet. We are passionate about building and sustaining an inclusive and equitable working and learning environment. Every member on our team enriches our diversity by exposing us to ways to understand and engage with the world, identify challenges, and to design and deliver solutions. We offer a flexible working environment, in line with our gender, diversity, and inclusion strategy, and reasonable accommodations will be made for people who identify as living with a disability.

Specific measures are taken to eliminate (unconscious) bias and make the recruitment process more objective. These include anonymising applications during the initial selection; using a point-based system based on the job criteria for rating applications and interviews; making sure all applicants are asked the same interview questions; and offering an opportunity to receive personal feedback to all applicants.

Read our [Workplace Gender, Equality and Diversity Policy](#) for more information.

**This is an important post for us. Please do not hesitate to apply, also if you do not fulfil all selection criteria.**

## Applications

Applicants should send an email to Chris Russ, Operations Assistant ([c.russ@eurohealthnet.eu](mailto:c.russ@eurohealthnet.eu)), with the following subject line: “Communications Officer Vacancy”.

Please include the following two files as attachments (do not include any other attachments):

1. Your **CV**, with its filename: LASTNAME\_FIRSTNAME\_CV. (Please do not include personal details such as your picture, personal situation or birth date)
2. A **motivation letter**, 1-page maximum, with filename: LASTNAME\_FIRSTNAME\_ML

Please note that applications that do not follow the above instructions will be disregarded.

The closing date for applications is **5 July 2023 (midnight CET)**.

Interviews (preferably in person, but online is possible) with short-listed candidates will be held in the following weeks. We expect the successful candidate to start as soon as possible, ideally as of 1 September 2023.

Thank you for your interest in EuroHealthNet!



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