21 December 2018

EMSP Programme Coordinator position offer

If you want to use your organisational and leadership skills in a role that truly benefits the lives of individuals and your community, we want you to become our program coordinator.

If you are ready make a positive impact and enjoy a true job satisfaction, we look forward to bringing you on board!

JOB TITLE:	Programme Coordinator
REPORTS TO:	Managing Director
LOCATION:	EMSP, Rue Auguste Lambiotte 144/8, 1030 BRUSSELS

BACKGROUND

The European Multiple Sclerosis Platform (EMSP) was founded in 1989 as an umbrella organisation of 21 national MS societies. Today we are the voice of over 700,000 people with MS in 40 national MS societies from 34 European countries. EMSP represents their interests at European level and works collectively with its members to achieve together our common goals of high quality equitable treatment and support for all people with MS throughout Europe.

PURPOSE OF THE ROLE

You will have the chance to develop and oversee EMSP program and projects, as well as provide active support for daily activities and operations. We are passionate about leading changes that will impact the quality of life of the people with MS and we want a program coordinator who will liaise with our partners as well as our in-house team to ensure our work is of the highest quality.

KEY AREAS OF RESPONSIBILITY

Projects (according to Annual Work Plans)

- To support planning and coordination of EMSP work plan and activities
- To coordinate the different projects and liaise internally and with external partners/ subcontractors to ensure timely implementation of the projects (mainly Campaigning and Awareness raising, MS Barometer and related events, EU-projects)
- To maintain budget and track expenditures/transactions
- To keep updated records and create reports or proposals
- Assist in creating and implementing programs/collaborations with other organisations, advocacy groups and key stakeholders
- Ensure that all activities undertaken on behalf of EMSP, externally or internally, are executed in accordance with the overall aims of the organisation.
- To prepare logistics for projects activities/events/meetings (including paperwork and equipment)

External outreach

- To keep abreast of current development issues and advocacy trends in the MS field: review and monitor advocacy opportunities and take appropriate follow up actions in link with the projects.
- Enable and support a dialogue with European political stakeholders, both in Brussels and nationally. Foster relationships with a wide array of other stakeholders that have an impact on EMSP's activities and projects.
- To support the implementation of EMSP's campaign, policy and advocacy strategy in liaison with the Managing Director.
- To work with the Communications officer on the development of campaigns, support the distribution of campaigning material and support the management of communications through media relations, social media etc.
- To schedule and organize meetings/events and maintain agenda

PROFILE OF THE CANDIDATE

Required

- University degree in business administration or relevant field.
- At least two-year project management or similar experience: planning and carrying out a comprehensive range of project coordination activities including press and PR, website content development, social media campaigns publications and internal and external

communications coordination, ideally with some experience gained in EU-projects and/or the not-for-profit sector.

- Excellent written and oral communication skills in English; any other European languages are a plus.
- Experience in projects facilitation and ability to solicit opinions and feedback from groups with diverse perspectives to reach common solutions.
- Demonstrable IT and self-servicing capability including confident use of Word, Excel, Outlook, PowerPoint and social media platforms.
- Strong organisational skills and excellent interpersonal skills.
- Availability to travel across Europe.

Desirable

- Knowledge and experience of how a membership-based NGO operates.
- Demonstrable experience of working under pressure and to tight deadlines.
- Team player, creative with a structured approach. Willingness to go the extra mile and embrace new ideas.

WHAT DO WE OFFER?

Salary: Between 2,500 to 2,700 EUR monthly gross salary depending on experience

Term of appointment: Permanent employment contract (starting as soon as possible)

Hours of work: 37,5 hours per week

Other benefits: Package including lunch vouchers, transportation costs and pension insurance

UP FOR THE CHALLENGE?

Please send a cover letter, CV in English and an example of your most impactful work by email to Elisabeth.kasilingam@emsp.org by the 15th January 2019 at the latest. Email subject should specify: "Application to the Programme Coordinator post"). Only shortlisted candidates will be contacted.

EMSP, December 2018