



EUROPEAN  
MULTIPLE SCLEROSIS  
PLATFORM

**JOB TITLE:** Assistant External Affairs

**REPORTS TO:** Director External Affairs & Deputy CEO, EMSP

**LOCATION:** EMSP, Rue Auguste Lambiotte 144/8,  
1030 BRUSSELS

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## 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 41 national MS societies from 35 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.

EMSP's vision is transformational: to move from a Europe where the availability and accessibility of high quality treatment and support is a basic right and where a person with MS has a real voice in determining their care at policy, organisational and individual level – to a world without MS thanks to breakthrough research and innovation.

EMSP aims to provide an effective and efficient secretariat and to be responsive to the needs of its constituency and membership. We aim to work in a flexible and integrated way to maximize the impact of the organisation and its pan-European programmes.

## PURPOSE OF THE ROLE

- To provide PA and administrative support for the Director External Affairs of EMSP before, during and after meetings and events and to make travel arrangements, travel cost reimbursement requests and other follow up tasks
- To assist in the multitude of tasks of the External Affairs team, covering the cooperation with industry partners, project management including regular stakeholder reports, supporting the team in high-level events and fundraising initiatives of all kinds
- To develop further our information back up system (documents and other resources both based on paper and on electronic means)

## **KEY AREAS OF RESPONSIBILITY**

### **PA for the Director External Affairs (DEA) and administrative support for all members of the External Affairs Team**

- Provide excellent customer service as the first point of contact for internal and external enquiries to the External Affairs Team, to include mail, guests etc., especially during periods of absence of the DEA and/or the External Affairs Coordinator
- Coordinate the DEA's diary including the arrangement of appointments, meetings and functions, including room and equipment bookings and ensuring that communication with EMSP contacts is happening in a timely fashion.
- In close liaison with the DEA, provide all travel, accommodation and transfer arrangements to enable the DEA to maximise his time and attendance at all key events such as regular conferences, work groups and Think-Tanks
- Respond, where possible, on the DEA's behalf to straightforward enquiries (e.g. potential meeting dates, biography/photo requests, acknowledgements of mail reception etc.) and take responsibility for finding more detailed information for the DEA where appropriate.
- In liaison with EMSP's Office Manager, manage the DEA's budget and finances by processing invoices, credit card statements and expense claims and recording all of
- Monitor the DEA's mailbox to ensure emails are dealt with in an appropriate and timely fashion, responding where appropriate. Provide printed copies of information at the DEA's request and regularly identify, and draw to the DEA's attention, matters for urgent action or follow-up.
- Manage the DEA's contacts in Outlook and any other contact management systems as required.
- Develop further and maintain the EMSP information library for (and in close liaison with) the whole EMSP team
- Support the Events Coordinator in preparation, facilitation and follow up of EMSP events

## **DIMENSIONS**

EMSP Staff Team: 10 (plus 2-3 external consultants and intern(s))

## KEY INTERFACES

### Internal:

Please see last page

### External:

- EMSP President and Officers
- ExCom / Council Members
- EMSP Member organisations and their members (=People with MS and care givers)
- European Institutions
- Industry Partners & EFPIA
- European Patients' Forum & their members
- Various other stakeholders

## KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- Commitment to NGO sector values and methods
- Fluent in written and oral English / other languages are an asset
- Demonstrable administrative / PA level experience including provision of PA support at a senior level of the organisation
- Demonstrable experience of taking the lead responsibility for coordinating and managing mainly the administrative aspects of EMSP projects and events
- Ability to administer budget management systems and maintain accounts spreadsheets
- Excellent Word, Excel and PowerPoint skills / other IT knowledge and social media proficiency are assets
- Excellent organisational skills (e.g. to develop new office systems, to maintain and develop existing systems) with demonstrable ability to prioritise workload in a busy environment
- Excellent interpersonal skills gained through successful experience of dealing with a wide range of people from the general public through to senior scientists and clinicians, including the ability to deal with difficult calls coming from people with different cultural backgrounds
- Experience of conducting research with minimal supervision and ability to absorb new information quickly and to analyse, interpret and present information effectively and in a wide variety of formats
- Demonstrable experience of working under pressure and to tight deadlines, with a flexible approach, and to manage workload which, because of the nature of the team's work, regularly includes conflicting and changing demands

### Desirable

- Education: Bacculaureate or equivalent
- Advanced level of Microsoft Outlook including multi diary management

- Familiar with speaking and representing in public
- Knowledge of or interest in multiple sclerosis policy and research
- Competent in other European language(s) than English

#### **PERSONAL QUALITIES AND ATTRIBUTES**

- Experience of working on own initiative
- Creative approach to work
- Highly organised
- Ability to multitask
- Excellent communication / networking skills
- Ability to deal with people at all levels
- Strong attention to detail

#### **TERMS AND CONDITIONS**

**Salary per month:** 1520,-.Euro gross

**Salary per year:** 1520,-.Euro gross x 13,92

**Term of appointment:** One year with the possibility to extend

**Hours of work:** 30 hours per week

**Annual Leave:** 16 days plus Belgian public holidays plus 3 days over Christmas

**Other benefits:** Lunch vouchers, statutory contribution to travel-to-work costs

#### **IMPORTANT INFO ON NEXT STEPS FOR THE APPLICANT**

Please send us your CV plus a supporting letter of two pages max., in which you'll give your brief comments on the 10 bullet points for the ESSENTIALS being expected by us.

**European MS Platform, 144/8 Rue Auguste Lambiotte , 1030 Brussels-Schaerbeek**  
**Attn. Yves Brand, External Affairs Coordinator ([yves.brand@emsp.org](mailto:yves.brand@emsp.org))**  
**Please use the following subject for your email: Recruitment - Assistant External Affairs**