

EMSP Programme Coordinator position Job opening

JOB TITLE: Programme Coordinator
REPORTS TO: CEO
LOCATION: EMSP, Rue Auguste Lambiotte 144/8, 1030 Brussels

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 project coordinator. If you are ready to make a positive impact, we look forward to bringing you on board!

BACKGROUND

The European Multiple Sclerosis Platform (EMSP) was founded in 1989. EMSP is a Pan-European organisation representing over 1 million people living with Multiple Sclerosis (MS) through our 43 member MS societies from 37 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 coordinate EMSP projects, as well as to 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 are looking for a project 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

Project management (according to Annual Work Plans)

- To support planning and coordination of EMSP work plan and activities;
- To coordinate multiple projects and liaise internally and with external partners/subcontractors to ensure timely implementation of the projects (including EU funded projects);
- To maintain budget and track expenditures/transactions of projects;
- To keep updated records and create reports or proposals;
- Lead in creating and implementing capacity building and educational programs with members, 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 administrative tasks and logistics);
- To prepare project proposals adapted to EMSP funding resources (EU programmes, grants and/or sponsorships) in collaboration with the EMSP team, members, and partners; including setting up concept notes, building consortiums and build project budgets;
- Liaise with EMSP team to coordinate the inclusion of the EMSP strategic goals and advocacy goals in each project.

External outreach

- To keep abreast of current development issues and educational trends in the MS field: review and monitor opportunities and take appropriate follow up actions linked with the projects;
- Enable and support dialogue with European 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 CEO;
- To work with the Communications Coordinator on the development of campaigns, support the distribution of educational and campaigning material and support the management of communications with members and relevant stakeholders;
- To schedule and organise meetings/events and maintain agenda.

PROFILE OF THE CANDIDATE

Required

- University degree in business administration or relevant field (such as European affairs);
- At least 4-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;
- Experience gained in EU-projects and/or the not-for-profit sector;
- Experience in capacity building activities and/or educational program development;
- Knowledge of budgeting, bookkeeping, and reporting;
- 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;
- Experience in working on scientific or academic research projects;
- 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 3,100 to 3,500 EUR monthly gross salary depending on experience

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

Hours of work: 38 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 office.manager@emsp.org. Only complete applications will be considered.

Submission deadline: 27th April 2022.

Email subject line should include:

*"Application to the EMSP Programme Coordinator
post"*

Only shortlisted candidates will be contacted on a rolling basis.