

## EMSP Job Offer

### EMSP Programme Manager (part-time position, 80%)

#### BACKGROUND

For over 30 years, the European Multiple Sclerosis Platform (EMSP) has been Europe's leading voice for people living with Multiple Sclerosis (MS). As the umbrella organisation for national MS societies, EMSP drives the MS research agenda and builds strategic alliances across Europe to influence policy decisions to ensure equitable treatment, care, and resources for people affected by MS. Our advocacy extends beyond healthcare to promote full inclusion of people with MS in education, employment, and society at large.

In 2024, EMSP expanded its focus to include Neuromyelitis Optica Spectrum Disorder (NMOSD) and Myelin Oligodendrocyte Glycoprotein Antibody Disease (MOGAD) to provide advocacy and support to people with MS and related neurological disorders

#### 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.

#### RESPONSIBILITIES

##### Projects (according to Annual Work Plans)

- To support planning and coordination of EMSP work plan and activities (projects)
- To coordinate the different projects and liaise internally and with external partners/ subcontractors to ensure timely implementation of the projects (mainly 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 work with the Communications Manager on the development of communications strategies for EMSP projects, support the distribution of communications material and support the management of communications through media relations, social media etc.
- To schedule and organize meetings/events and maintain agenda

### New Development opportunities

- Prospect for potential EU funding opportunities and turn this into increased growth for EMSP
- Identify potential projects partners for building consortiums based on the fields relevant for EMSP strategic plan.
- Research and build relationships with new contacts for EU funding
- Set up meetings between new projects consortium invitations and discuss EMSP's involvement.

### Development Planning

- Attend events and functions organised by potential EU institutions
- Work on potential opportunities for EU funding identify by the Fundraiser and and follow up.

## Management

- Submit progress reports for all projects according to the business cycle and/or EU funding agreements and ensure regular and accurate data is provided to CEO.
- Work with the Communications Manager to ensure that prerequisites (like acknowledgements, respect of the Code of Conduct) are fulfilled within a timely manner.
- Ensure all team members is informed and updated on the tasks to be performed and deliverables to be produced.

## PROFILE OF THE CANDIDATE

### Required

- University degree in business administration or relevant field.
- At least 5 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, with 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.

**Starting date:** November 2026.

#### UP FOR THE CHALLENGE?

Please send a cover letter and a CV in English by email to [Elisabeth.kasilingam@emsp.org](mailto:Elisabeth.kasilingam@emsp.org).  
Email subject should specify: "Application to the EMSP Programme Manager post").

Only shortlisted candidates will be contacted.

EMSP, July 2026.