

MENTAL HEALTH EUROPE IS LOOKING FOR A COMMUNICATIONS OFFICER (5 MONTHS MATERNITY COVER)

[Mental Health Europe](#) (MHE) is looking for a full-time Communications Officer for its secretariat in Brussels to cover for a 5 months maternity leave.

Purpose of job: To manage MHE's internal and external communications, to implement the organisation's communications strategy, to liaise with member organisations, partners and stakeholders, to organise events and support the preparation of communications outputs (articles, videos, news items, social media).

Main duties include:

1. Communications strategy

- Drafting news items, regular update of the website
- Drafting press releases, articles and blog posts in collaboration with MHE staff, members and partners
- Producing/writing the MHE monthly newsletter and the Mental Health Digest
- Feeding social networks (*Facebook, Twitter, LinkedIn, Instagram, Youtube*)
- Monitoring mental health, human rights and EU policy news
- Liaising with journalists/media to ensure coverage
- Supporting and implementing MHE's ongoing campaigns

2. Internal/External Communications

- Answering requests from external bodies, European institutions and other stakeholders
- Providing support and information to MHE members
- Supporting the Director with fundraising/membership recruitment activities
- Answering potential new members' requests, developing partnerships/collaboration with other organisations

3. Supporting MHE's visual and brand identity

- Creating visual content to support MHE's communications outputs
- Liaising with design/communications agencies and other service providers when required

3. Events

- Supporting the organisation of events (*European Parliament hearings, capacity-building seminars, webinars...*)
- Attending external events as MHE representative when required
- Developing contacts and activities with the MHE Coalition for Mental Health and Wellbeing in the European Parliament

Requirements for the position

Essential:

- Prior experience in communications in an international/European environment (*traditional and digital communications*)
- Fluency in English (*written, spoken*)
- Good drafting skills (*articles, website items, social media*)
- Excellent communication and analytical skills: Ability to translate complex information into accessible content for all audiences
- IT literacy: excellent knowledge of Word Suite, Wordpress for professionals (or any web management platform), Mailchimp, editing software etc.
- Good knowledge of the European media landscape
- Good knowledge of the mental health field or proven interest or experience in the sector
- Understanding of and commitment to MHE's approach to mental health and disability
- High sense of priority setting, ability to react quickly and work autonomously
- Good interpersonal skills and teamwork, ability to work in a small, busy, international team
- Willingness to travel and to work in weekends when/if necessary

Desirable:

- Good knowledge of the EU policy making processes
- Knowledge of other European languages (*preferably French or German*)
- Experience with a European/international NGO
- Good knowledge of video/pictures editing software: InDesign, Adobe Première, Adobe Photoshop etc.

Applications should be submitted to MHE Director Maria Nyman: maria.nyman@mhe-sme.org

Applications should include:

- A cover letter
- Your CV
- Details of two persons who can be contacted for references

Salary according to experience but following MHE's salary scales. MHE offers hospitalisation insurance, contribution to public transport and lunch vouchers to all employees.

Closing date for applications: 26th of March

Date of interviews: 9th of April

Starting date employment: 7th May 2018

Many thanks to all who show an interest in this position. However, please note that only short-listed candidates will be contacted.

About Mental Health Europe

Mental Health Europe is a European non-governmental network organisation committed to the promotion of positive mental health, the prevention of mental distress, the improvement of care, advocacy for social inclusion and the protection of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers. More at: www.mhe-sme.org

