

MENTAL HEALTH EUROPE IS LOOKING FOR A COMMUNICATIONS SENIOR OFFICER / MANAGER

THE POSITION

MHE is looking for a full-time Communications Senior Officer / Manager (depending on experience) to join its team in Brussels.

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

Duration: 1 year fixed-term contract, with the possibility of extension to a permanent contract after the first year.

Main duties include:

1. Communications strategy

- Drafting news items, regular updates of the website
- Drafting press releases, articles, and blog posts in collaboration with MHE staff, members and partners
- Producing/writing the MHE monthly newsletter, the members only Mental Health Digest, and the Annual Activity Report
- Feeding social networks (*Facebook, Twitter, LinkedIn, Instagram, YouTube*)
- Monitoring mental health, human rights, and EU policy news
- Liaising with journalists/media to ensure coverage
- Developing, supporting, and implementing MHE's 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 and developing partnerships/collaborations 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

4. Events

- Supporting the organisation of events (*European Parliament hearings, capacity-building seminars, MHE General Assembly, webinars, etc.*)
- 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:

- Educated at university Master's degree in a related field
- At least 5 years of work experience in communications in an international/European environment (*traditional and digital communications*)
- Experience working in a European/international NGO
- Fluency in English – native level (written and spoken). Language skills will be tested during the interview with a writing exercise
- Excellent 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 video/pictures editing software such as InDesign, Adobe Premiere, Adobe Photoshop etc.
- Good knowledge of the EU context - both EU media landscape and policy environments
- 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, and the ability to react quickly and work autonomously
- Very good interpersonal skills and teamwork, ability to work in a small, busy, international team
- Willingness to occasionally travel and, rarely, work on weekends when/if necessary

Desirable:

- Good understanding of policy and advocacy for mental health and/or wellbeing
- Knowledge of other European languages (*preferably French or Dutch*)

What we offer:

- The possibility to contribute to better mental health for all;
- Work in a friendly, creative, flexible working environment at the heart of the Brussels EU district in a small, dynamic, open minded and international team;
- A monthly gross salary between 3000€ and 3500€, according to experience;
- Hospitalisation insurance, pension scheme, contribution to public transport, thirteenth month, and lunch vouchers;
- MHE is an equal opportunities employer.

Applications should be submitted to MHE Director Claudia Marinetti: claudia.marinetti@mhe-sme.org.
Please specify in the email subject "Application for MHE Communications post"

All applicants must be qualified, eligible and able to work in Belgium. We are unfortunately not able to provide financial assistance to relocate to Brussels/Belgium.

Applications should include:

- A cover letter (no longer than 1 page) describing how the candidate's profile matches the different job requirements and what the motivation for the post is.
- A CV, including details of two persons who can be contacted for references.
- A document (max 1/2 page) in which you write a blog post on MHE's stand on the right to vote for people with psychosocial disabilities.
- Links to 2-3 online samples of your written and design work (press releases, blogs, videos, etc.)

Closing date for applications: Wednesday 17 April 2019

Dates of interviews: Wednesday 24 April 2019

Starting date employment: as soon as possible, ideally in May 2019.

We thank you for your interest in our vacancy. However, due to the large number of applications foreseen, we regret that only shortlisted candidates will be contacted by the end of 19 April.

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

