

ABOUT MENTAL HEALTH EUROPE

Mental Health Europe is the main independent European non-governmental network organisation committed to the protection of the rights of persons with psychosocial disabilities, the promotion of positive mental health, the prevention of mental distress, and the improvement of mental health care and social inclusion.

THE POSITION

The Communications Officer contributes to the development and implementation of Mental Health Europe's overarching communications strategy, implements and leads part of the communications-related annual work plan on all channels, and executes the communication work of projects.

Primary duties and responsibilities

Internal/External Communications

- Contributes to the development, delivery, monitoring and adaptation of the overarching communications strategy, including the organisation's digital and social media strategy
- Contributes to the production and dissemination of print and online communications, audio-visual materials and outputs (e.g. branded digital and printed materials, banners, publications, reports, infographics)
- Is responsible for podcasting, live streaming, audio broadcasting and other externally focused new media initiatives (e.g. live talks, takeovers, etc.)
- Contributes to and leads part of the design and delivery of the monthly newsletter
- Supports the maintenance of Mental Health Europe's website, including the implementation of functional changes, review, update, and upload of the content
- Manages the webpages of groups and alliances coordinated by Mental Health Europe (e.g. the Coalition for Mental Health and Wellbeing in the European Parliament, the European Mental Health Platform) and supports communication linked to these groups' activities.
- Monitors and reports on Mental Health Europe's exposure (social media, web hits, campaigning, press, collaborations, etc.)
- Supports the communication dimension of policy and advocacy work by providing advice and guidance to the policy team on effective communication channels and messaging
- Contributes to contacts database maintenance

Campaigning

- Supports, creates and implements various awareness-raising campaigns (e.g. the European Mental Health Awareness Week, World Mental Health Day, Suicide Prevention Day, International Youth Day) & social media partnerships
- Tracks communication opportunities for story placement and other publicity as they arise
- Organises and promotes the annual Run for Mental Health
- Contributes to developing and maintaining contacts with influencers, press, journalists, media and communication people in Brussels and creates opportunities for collaboration and engagement

Projects

- Develops, implements, monitors and reports on dissemination strategies and communication work within the projects where Mental Health Europe is involved (if work-package lead, coordinates and reports on the communication work of the consortium)
- Regularly liaises with the project team on the correct delivery, monitoring and reporting of projects' communication activities
- Executes deliverables related to partnerships and collaborations with other organisations

Events

- Contributes to the preparation of internal and external events and related follow-up communications (European Parliament hearings, capacity-building seminars, policy events, General Assembly, webinars, etc.)
- Attends external events as Mental Health Europe representative when required

Human Resources

- Reports to the Communications Manager
- Liaises closely with other members of the communications team
- Works with members of the policy and project teams

Eligibility Criteria

Qualifications/Training

A Bachelor's degree in Communications, Public Relations, Journalism, Marketing, or a related field.

Competencies and experience

Essential:

- Minimum 2-3 years of professional experience (after internships/assistantships) in communications, including experience in content creation and dissemination for online and print media.

- Proven expertise in managing social media platforms, campaigns, and analytics (e.g., Facebook, Twitter, Instagram, LinkedIn).
- Experience with podcasting, live streaming, and other new media initiatives.
- Proficiency in website content management systems (e.g., WordPress), including content updates and basic functional changes.
- Demonstrable skills in creating and managing newsletters, reports, and branded materials.
- Familiarity with communications strategy development, monitoring, and adaptation.
- Knowledge of monitoring tools to track media and social media exposure.
- Fluency in English – native level (written and spoken)
- Good writing, communication and analytical skills: ability to translate complex information into accessible content for all audiences
- Proficiency in graphic design tools (e.g., Canva, Adobe Creative Suite) and audio-visual editing software.
- Strong organisational and time-management skills, with focus on accuracy and attention to detail
- Very good interpersonal skills and teamwork, ability to work in a constructive way in a small, busy, international and diverse team
- Commitment to the values, vision and mission of Mental Health Europe.
- All applicants must be qualified, eligible and able to work in Belgium. Mental Health Europe is not in the position to support work permit applications.

Desirable:

- A Master's degree in a related field;
- Experience in nonprofit/charity communications;
- Experience or interest in the field of mental health and/or disability;
- Experience with EU institutions, European policy, EU projects and/or advocacy-related communications;
- Additional EU languages are an asset.

What we offer

- The possibility to contribute to better mental health for all;
- Opportunities for meaningful engagement with mental health advocacy across Europe.
- Work in a friendly and flexible working environment at the heart of the Brussels EU district in a dynamic, inclusive and international team;
- Permanent full-time contract;
- Possibility to work according to a hybrid working arrangement: partly in-office (at least one day per week) and partly tele-working. Please note that

the applicant must be resident in Belgium or ready to relocate to Belgium.

- Monthly gross salary: 3300-3600 EUR, according to experience;
- Hospitalisation insurance, pension scheme, contribution to public transport, 13th month, teleworking allowance, additional holidays, and lunch vouchers;
- Possibilities for professional development.

Mental Health Europe is an equal opportunities employer.

Application procedure

Applications should be submitted to Mental Health Europe Director Claudia Marinetti: c.marinetti@mentalhealtheurope.org. Please write in the email subject only "Application – Communications Officer". If this rule is not respected, your e-mail could go unseen.

All applicants must be qualified, eligible and able to work in Belgium. Mental Health Europe is not in the position to support work permit applications or 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.
- In your email, please answer these three questions:
 - Do you have the right to work in the EU? **YES/NO**
 - Are you based in Belgium or ready to relocate to Belgium? **YES/NO**
 - How much experience do you have post internship/assistantship? **3 years or more / 1-3 years / none**

Applications will be assessed on a rolling basis and interviews organised accordingly.

Starting date employment: as soon as possible.

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