

Projects and Communications Manager – Job description



- Title:** **Projects and Communications Manager**
- Purpose:** Ensure that the European Health Management Association has engaging communications that reach our diversity of audiences, and that we are fully engaged with European-funded projects with excellence in their administration and financial management.
- Support:** This post reports directly to the Executive Director.
- People management:** Supports and supervises interns.
Liases with Consortium Partners.
- Salary:** The basis salary is €2,200 gross per month, plus a benefits package. We would consider a remuneration package to a maximum of €2,800 gross per month for exceptional candidates who can demonstrate a higher level of experience.
- Terms:** Full time, open-end contract based in Brussels and subject to Belgian law.
Formal performance review conducted after six months.
Offer subject to satisfactory reference check.
- Benefits:** We want our staff to thrive, so we provide a comprehensive induction, regular support and supervision, clear goals and milestones, and a tailored development plan to make sure you have the support, skills and knowledge to succeed.
- We also provide flexible working hours, meal vouchers, phone reimbursement, public transport reimbursement, 5 days of extra-legal holidays, and a pension plan.

Key responsibilities

1. Plan, implement and complete all activities and deliverables for European projects.
2. Maintain excellent relationships with consortium partners during, but not limited to, consortium meetings, and ensure the overall coordination of all communications efforts.
3. Complete technical and financial reporting for all projects, including regular monitoring of activities and use of human and financial resources.
4. Write proposals and develop proposal budgets.
5. Manage communications, information dissemination, and project stakeholder engagement.
6. Map funding opportunities and build consortia for proposal preparation.
7. Produce and manage a communications strategy for the organisation, including dissemination targets, identification of audiences, social media, and the development compelling content.

ESSENTIAL CRITERIA

To perform this job successfully the employee in this position must be able to demonstrate at least functional proficiency in all of the core competencies.

General competencies for all staff

- Uphold EHMA's statutes, vision and values.
- Adheres to EHMA's policies and procedures.
- Fluency in English.
- Provision of outstanding customer service to our members, colleagues, board, and stakeholders.
- Have a can-do attitude and be solution focussed.
- Manage and prioritise your workload and ensure deadlines are met.
- The ability to be flexible with priorities and manage time and multiple tasks.
- Strong writing and communication skills.
- Maintain positive and constructive working relationships with all members of the staff team.
- Undertake professional development activities and training as agreed with your line manager.
- Maintain confidentiality with sensitive or privileged information, including day-to-day observance of data protection guidelines.
- Adhere to all internal and external policies and procedures and contribute to their on-going development as required.
- Occasional work outside normal working hours for which time off in lieu (TOIL) will be given.
- Have regard for your own personal health and safety and for that of those around you.
- Ability to travel, predominantly across Europe and sometimes other regions, including one day meetings, overnight and multi-days.
- Sound knowledge of Microsoft Office and SharePoint.

Project Management competencies

- Good knowledge of the EU-funding framework and tools (e.g. EU project Portal), in particular for Horizon 2020, Erasmus+ and COSME.
- Good knowledge of EU Project portal and of EU project reporting tools (e.g. Form Cs, timesheet templates).
- Sound project management and proposal writing.
- Understanding and knowledge of the EU financial reporting procedures and rules.
- Ability to write effective proposals.
- Productive engagement and building of project consortia.
- Manage the relationship with project partners and other external stakeholders.
- Contribute to a learning and development culture by supporting the research of opportunities to develop existing or new projects.
- Oversee technical and financial project reporting activities.
- Keep collaborators up to date on project activities.

Communications competencies

- Management of social media for dissemination purposes.
- Management of CMS platforms for website management (e.g. Wordpress).
- Effective use of Newsletter clients (e.g. Mailchimp).
- Develop compelling contents and engagement techniques.
- Plan and coordinate comprehensive communication campaigns.
- Excellent writing skills and ability to complete technical reports, summaries, meeting notes, briefings, etc.
- Familiarity with visual design tools and editing tools and applications.
- Understand and engage with EHMA external activities to identify and exploit potential projects dissemination opportunities.

Financial competencies

- Good knowledge of budgeting procedures for EU projects.
- Work within project budgets.
- Plan and monitor adequate use of resources, including staff time.

Leadership competencies

- Incorporate ethical standards and EHMA values as the basis of all interactions with stakeholders, project partners in particular.
- Use individual, team and organisational learning opportunities for personal and professional development.
- Contribute to the development of workplans and budgets.
- Participate in the measuring, reporting and continuous improvement of organizational performance.

Cultural Competency

- Recognise the role of gender, cultural, social, and behavioural factors in the accessibility, availability, acceptability and delivery of all EHMA initiatives.

KNOWLEDGE

- Develops a sound and robust understanding of health systems management.

PARTNERSHIP DIMENSIONS

- Work with stakeholders, research partners, institutional, industry and subject matter experts.
- Foster relationship with project partners and build basis for long-term collaboration on multiple projects.

DESIRABLE CRITERIA

- Advanced knowledge of healthcare management.
- Fluency in French or other European languages.