



European Federation of Allergy and Airways Diseases Patients' Associations

is looking for full time (38h/week)
Community Engagement Manager

to start as soon as possible

Are you a dynamic Community Engagement professional who thrives to develop and maintain strong and meaningful communities and relations?

EFA is a vibrant alliance of European patients' organisations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at European level. We have 47 Members in 28 countries. EFA is dedicated to making Europe a place where people living with these diseases have access to best quality care, live uncompromised lives in a safe environment, and are actively involved in all decisions influencing their health. The Community Engagement Manager plays an important part in this, developing community's engagement strategies that align with the mission and the strategic goals of the organisation.

We are looking for a passionate, proactive and hands-on Community Engagement Manager to manage EFA Community Programme.

EFA works in close collaboration with our communities: the EFA members, other allergy, asthma and COPD patients' organisations, our non-profit partner organisations and the sustainable corporate partners who support EFA's work on patient participation, care and prevention at European level. As EFA Community Engagement Manager you will play a vital role in fostering a cohesive, connected, innovative and bottom up EFA Community Programme.

You will join the EFA Programme team and you will be reporting to the Programme Manager.

Your main responsibilities will be:

- To develop and maintain strong and meaningful relationships with EFA Members, non-EFA patients' groups and other key stakeholders on allergy, asthma and COPD care and prevention.
- To develop and maintain EFA community channels and tools, to foster dialogue, exchange of best practices and ensure online and offline sharing and learning.
- To organise, manage and evaluate EFA community engagement activities and initiatives (such as EFA events, working groups and consultations and outreach activities), including logistics and content aspects.
- To develop and supports community-based projects.
- To ensure effective overall administration and financial management of all the community related activities and events, including monitoring and evaluation of short and long-term community impact.
- To support EFA communications team with content creation and outreach to EFA community, and EFA policy team in consultations with members community.
- To foster community engagement across EFA programmes.

- To undertake any secondary task and responsibility necessary for a strong community engagement.

You should have the following experience and qualities:

- Two to five years of experience in community/membership outreach, development and engagement, proven track record of event organisation. Experience is important, but attitude and energy are just as important!
- University degree in Communications, Public Relations, Sociology, International Development or other related field of study.
- Project management skills and experience in funds management.
- Proven ability to network with community resources, build relationships and create global partnerships.
- Experience in using and managing community platforms.
- Solid understanding of, and experience with, non-profit services organisations, preferably health-related organisations.
- Excellent written and verbal communication skills, including public speaking skills. Proficiency in English is essential. All other languages are an asset.
- Excellent organizational and interpersonal skills; sensitivity in interpersonal relations.
- Ability to summarise and simplify complex information.
- Willingness to work with flexible mindset and hours, including evenings and weekends as required.
- Ability to work under pressure and to prioritise, as well as to work independently and in a team.
- Proactive, dynamic with a strong “Can do!” attitude.
- Proficiency in Microsoft Office applications and in working in Microsoft Teams environment.

The position is based in Brussels with some flexibility to work from home. The Community Engagement Manager will receive a permanent contract, including lunch coupons, local travel support, allowance for out-of-pocket expenses, pension scheme and hospitalisation insurance, with a competitive salary based on the candidate’s experience. Extra time due to travel or busy periods will be compensated by equivalent time off.

EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference ‘EFA Community Engagement Manager’ by 31st of May as a comprehensive .pdf document to: projects@efanet.org

Successful pre-screening candidates will be invited for a first online interview on the week of the 3rd of June. Find more information on www.efanet.org and follow us on social media. We look forward to receiving your application.