



European Federation of Allergy and Airways
Diseases Patients' Associations

EFA

European Federation of Allergy and Airways Diseases Patients' Associations

is looking for full-time (38h/week) permanent position

Communications Manager

to start as soon as possible

Are you a 360-communication professional with a social purpose?

EFA is a vibrant alliance of European patients' organisations representing people with allergy, asthma and chronic obstructive pulmonary disease (COPD) at the European level. We have 45 Members in 26 countries. EFA is dedicated to making Europe a place where people living with these diseases have access to the best quality care, live uncompromised lives in a safe environment, and are actively involved in all decisions influencing their health.

EFA is currently transitioning to a new programme structure of COMMUNITY | PREVENT | CARE | CLIMATE CHANGE. As EFA Communications Manager you will be responsible for EFA **internal and external communications** aiming at ensuring that our community of members are at the heart of policy decisions and change for patients, empowered by community communications. You will also be **taking leadership in EFA projects' communication** such as the BREATHE Vision for 2030 and awareness-raising projects such as World Atopic Eczema Day and AboutAsthma.org; and working with colleagues on **EU projects communication** where EFA is a consortium partner and on EFA communities.

You will join a **strong communications team** of Director of Policy and Communications, Junior Communications Officer, and Digital Communications Developer, **who will embrace your expertise and leadership**. You will be reporting to the Director of Policy and Communications. Your main tasks will be:

- To innovate, create, strategise, edit and manage EFA's communication in cooperation with colleagues, including but not limited to EFA patients' brand, EFA members newsletter and EFA publications.
- To develop, prioritise and implement EFA's communication, dissemination and social media strategies on our present [Twitter](#), [LinkedIn](#), [Facebook](#) and [YouTube](#) channels, and future channels.
- To manage EFA's website and project-affiliated websites such as [BREATHE Vision](#) and the [Youth Parliament on Allergy and Asthma](#).
- Know and listen to EFA members communications people and making sure EFA communications builds our partners and donors communities.
- To ensure seamless communications and brand throughout EFA programmes and organisation, which is fit for purpose.
- To contribute to the dissemination of EU research-funded projects from the patients' perspective.
- To innovate and coordinate European action and communications support on allergy, asthma and COPD international days.
- To strategise EFA's campaign work with effective communications plans, tools and actions which is impactful through our communities of members to patients EFA represents.
- To ensure consistent implementation of EFA branding and that EFA narrative and storyline is well conveyed by EFA communities.
- To organise and manage EFA's information resources.

- To support in pro-active press & media outreach at European level and support EFA communities with tools to cascade EFA messages at national and international levels.

You should have the following experience and qualities:

Essential:

- University bachelor degree in Communication (i.e. journalism, media studies, marketing, communications). A Masters' Degree level related to Communication will be considered a plus,
- sound experience in communications or campaigning (minimum three professional years),
- outstanding verbal and written communication skills in English and strong proof-reading, editing and graphical skills
- ability to listen and to develop communications in the context of a membership organisation,
- strong public speaking skills,
- experience in drafting corporate content for different formats (such as publications, press releases, social media messages, web articles) for different target audiences,
- comprehensive knowledge of CMS and communication tools (e.g., Canva, Adobe), high computer literacy,
- strong social media skills and a digital campaigning record,
- analytical skills and an ability to analyse and process information on a range of issues including healthcare, environment and research to diverse audiences,
- ability to manage a complex workload and to plan and prioritise,
- willingness to work in a small international team and help others develop communication skills,
- availability for occasional evening work and travel.

Desirable:

- previous experience in a communications management position,
- experience and/or good understanding of processes in and set-up of European institutions and EU-level policy making,
- experience in the NGO field and/or with membership organisations
- interest in health policy,
- proven experience in creating audiovisual content,
- fluency in several EFA languages.

The position is based in Brussels at our offices in Madou, with some flexibility to work from home. The Communications Manager will receive a Belgium standard contract, including benefits such as lunch and eco coupons, local travel support, pension scheme and hospitalisation insurance, with a competitive salary based on the candidate's experience. The position requires some travel of +-3 days around three times a year.

EFA is an equal opportunities employer and embraces diversity.

Please apply by sending your CV, together with a cover letter and reference 'EFA Communications Manager' by Wednesday, 28th February 2024, as a comprehensive .pdf document to: isabel.proano@efanet.org.

Successful pre-screening candidates will be invited for an interview on the week of the 4th of March to start as soon as possible. Find more information on www.efanet.org and follow us on social media. We look forward to receiving your application.

Please note that due to the large number of applications only short-listed candidates will be contacted.