



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)

### 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 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 best quality care, live uncompromised lives in a safe environment, and are actively involved in all decisions influencing their health.

EFA work pillars are INFORM | PREVENT | CARE. As EFA Communications Manager you will be responsible for EFA **internal and external communications** aiming at ensuring that the needs of people with allergy, asthma and COPD are at the heart of policy decisions. You will also be **supporting EFA projects' communication** such as the European Parliament Interest Group on Allergy and Asthma (INFORM); the BREATHE Vision for 2030 (PREVENT); and Atopic Eczema Consensus Europe (CARE), and working with colleagues on **EU projects** where EFA is a partner.

You will join a **strong policy and communications team** of Policy and Communications Director, Policy Advisor, Policy Officer and Digital Campaign Assistant, **who will embrace your expertise and leadership**. You will be reporting to EFA Director of Policy and Communications. Your main tasks will be:

- To create, strategise, edit and manage EFA's communication tools in cooperation with colleagues, including but not limited to EFA patients brand, EFA newsletter and EFA publications
- To draft presentations and speeches for colleagues and board members
- 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](#)
- To ensure seamless communications and brand throughout EFA programmes and organisation
- To support communications in the context of EU research funded projects from patients perspective
- To innovate and coordinate European action on allergy, asthma and COPD international days
- To strategise EFA's campaign work with effective communications plans, tools and actions
- To ensure consistent implementation of EFA branding and that EFA narrative and storyline is well conveyed by EFA staff and members
- To organise and manage EFA's information resources
- To support in pro-active press & media outreach at both European level and in member countries with tools to EFA members to cascade EFA message

You should have the following experience and qualities:

#### Essential:

- University bachelor degree on communication, translation or other social sciences. A Masters' Degree level will be considered a plus.

- sound experience in communications or campaigning (minimum 2 years)
- ability to communicate in English, written and orally and strong public speaking skills
- strong social media skills and digital campaigning
- experience in drafting of corporate content for different formats such as publications, press releases, social media messages, web articles
- strong proof-reading, editing and graphical skills
- comprehensive knowledge of CMS and communication tools (e.g., Canva, Adobe), high computer literacy
- 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 developing others on communications
- availability for occasional evening work and travel.

**Desirable:**

- interest in health policy, representing patients and advocating for their needs on a European and national level
- experience in the NGO field
- experience and/or good understanding of processes in and set-up of European institutions and EU-level policy making
- proven experience in creating audiovisual content such as videos, podcasts, website, slideshows
- fluency in several EFA languages

The position is based in Brussels with some flexibility to work from home. The Communications Manager will receive a 12-months Belgium standard contract, renewable into a permanent position, and including lunch coupons, local travel support, pension scheme and hospitalisation insurance, with a competitive salary based on the candidate's experience. Extra time due to travel or busy period 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 Communications Manager' by Monday, 2<sup>nd</sup> January 2023, as a comprehensive .pdf document to: [communications@efanet.org](mailto:communications@efanet.org).

Successful pre-screening candidates will be invited for an interview on the week of the 9<sup>th</sup> of January to start as soon as possible. Find more information on [www.efanet.org](http://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.