

Communication Manager

JOB DESCRIPTION

<p>Title: Communication Manager</p> <p>Scope: Europe</p>	<p>Location: Brussels, Belgium or elsewhere in Europe</p>
<p>Reports to: CEO, Digestive Cancers Europe</p>	
<p>Terms of Employment:</p> <p>The post is full time with possibility for part-time (80%) employment.</p> <p>Remote working possible.</p> <p>Applicants must be eligible and able to work in Belgium without requiring a work visa.</p> <p>Possibility to work as free-lance or with a permanent CDI contract. Salary offered will be commensurate with experience and be supplemented with extra benefits.</p>	
<p>Key Tasks:</p> <p>The services include:</p> <ul style="list-style-type: none"> • Managing the external communications of Digestive Cancers Europe <ul style="list-style-type: none"> - Monthly newsletters to all partners - Announcements (press releases/mailings) - Supervision of the website - Supervising the social media channels (Twitter, LinkedIn, Facebook, ...) • Participate and counsel on the communications aspects of the projects that Digestive Cancers Europe is working on • Preparing and organising communications around events organised by Digestive Cancers Europe • Protect and promote the Digestive Cancers Europe brand (and assist in drafting guidelines for the use of our brand (conceptually and visually) by ensuring that all materials released are in accordance to branding guidelines • Copywriting and proofreading • Supervise the production of all communication materials, such as brochures, leaflets, videos, graphic design, etc. • Support Member Organisations in the material and campaign adaptation • Supervise the pre-approved budgets of above activities (getting quotes, controlling expenditures, etc.) • Supervise the work of an intern in communication or a communication officer who will report to the Communication Manager 	



The applicant must:

- Have a university degree (Master's level) preferable in a relevant field, such as Journalism, Communication or similar
- Have good interpersonal skills, proven leadership and influencing skills, an established level of credibility and strong understanding of external stakeholders
- Good knowledge and interest in the communication and policy healthcare environment
- Ability to express yourself well in English and demonstrate tact in communicating online
- Knowledge of and ability to follow a communication Style Guide
- Knowledge of content management systems – i.e., WordPress
- Understanding of social media networks – Twitter, Facebook, LinkedIn
- Ability to learn the use of and adopt media management tools e.g., Canva, StoryChief
- A positive attitude and team spirit
- Respect for internal processes and procedures
- Demonstrate goal-orientation and capacity to articulate the value/impact of any activity/project
- Have the experience of working in the health area (working in the area of oncology is a bonus)
- Have the ability to multitask and be respectful of deadlines
- Have a compassionate, human vision on life and the commitment to improve the everyday living of patients and their families and carers
- Able to deal with the complexity, ambiguity and relationship management that are critical in these settings
- Demonstrated ability to work collaboratively and independently
- Fluent in English and with preferably good language skills in other European languages

What we offer

- An enthusiastic multicultural working environment with strong societal values
- An attractive remuneration package according to the level of experience
- A hybrid working environment
- Possibility for personal growth and development
- The possibility to help grow the organisation and its impact

To apply:

Email to ghislaine@digestivecancers.eu (no telephone calls accepted), subject line: Application for DiCE Communication Manager, with attachments:

- Curriculum vitae, with 3 professional references, including one from your current or most recent employment.
- Cover letter, no more than two A4 pages on your a) motivation, b) summary of qualifications, and c) salary history and/or requirement and d) earliest availability.

Deadline for application: Friday 29 July (23:59 CET).

Short-listed candidates will be informed by 5 August and invited for virtual interviews.

Due to the number of applications, kindly note that we are only able to respond to those with relevant profiles.



Starting date: 1 September 2022

About Digestive Cancers Europe

Digestive Cancers Europe is the umbrella organisation of close to 40 national Member Organisations active in the area of digestive cancers (oesophagus, gastric, colon, rectum, pancreatic and rare digestive cancers).

Our vision is to reduce the overall mortality of digestive cancers in Europe and to increase overall survival and quality of life.

Our organisation is based in Brussels and works as a virtual organisation across Europe.

For further information, please contact Ghislaine Gerbier at ghislaine@digestivecancers.eu.

www.digestivecancers.eu