



MENTAL HEALTH EUROPE – SANTE MENTALE EUROPE aisbl  
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## **JOB DESCRIPTION PROJECT CO-ORDINATOR**

<b>Job title</b>	Project Co-ordinator
<b>Organisation</b>	Mental Health Europe – Santé Mentale Europe aisbl <a href="http://www.mhe-sme.org">www.mhe-sme.org</a>
<b>Purpose of the job</b>	To co-ordinate the new Daphne III project “Empower the Victim, Teach the Boss! The Mental Health Impact of Violence and Harassment against Women at Work”
<b>Skills and qualifications</b>	Fluency in English (spoken and written) Knowledge of French and other European language(s) is desirable Relevant university degree Knowledge of EU policies, institutions and procedures
<b>Work experience</b>	A few years experience in a similar role is desirable
<b>Salary</b>	Depending on experience
<b>Location</b>	MHE offices at Boulevard Clovis 7 in Brussels
<b>General terms and conditions</b>	In accordance with the Belgian employment legislation. Duration: 2 years, starting as soon as possible
<b>Hours of work</b>	Full-time working week of 38 hours
<b>Contact</b>	Send motivation letter and C.V. to: Mary Van Dievel, Director at <a href="mailto:mvandievel@mhe-sme.org">mvandievel@mhe-sme.org</a>
<b>Deadline</b>	5 January 2009

### **Main tasks**

All tasks are to be implemented on the basis of decisions made by the project's management committee.

The project co-ordinator will be responsible for:

- liaising with project partners across participating countries
- compiling information and carrying out some literature search
- organising project meetings and prepare minutes of meetings
- drafting a questionnaire for the project partners' retrieving on quantitative and qualitative information needed for the project
- preparing a reporting format for the partners' collecting of good practices
- supporting the project partners in the organisation of focus groups
- preparing campaigning material
- preparing a booklet with information on the link between violence and harassment against women at work and mental health problems
- developing a website based on the project's findings
- drafting policy recommendations to stimulate debate
- organising a press conference and the project's final conference

### **In general**

All MHE staff members are to carry out their duties in full compliance with the equal opportunity requirements and in full respect of mental health and wellbeing within MHE.

MHE staff may be required to carry out tasks/duties commensurate with their experience and the level of the post.