



MENTAL HEALTH EUROPE IS LOOKING FOR A DIRECTOR (fixed-term, 7-month maternity cover)

ABOUT MENTAL HEALTH EUROPE

Mental Health Europe is a European non-governmental network organisation working for the promotion of positive mental health, the prevention of mental distress, community-based recovery and the improvement of care. We continuously champion social inclusion and the protection of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers. We raise awareness to end mental health stigma throughout Europe. The United Nations Convention on the Rights of Persons with Disabilities is the foundation of our work. More at: www.mhe-sme.org.

THE POSITION

[Mental Health Europe](http://www.mhe-sme.org) (MHE) is looking for a motivated full-time (part-time could be considered) Director to join its dynamic team to cover for a 7-month maternity leave.

The Director will oversee MHE's overall workplan and activities, work towards its financial sustainability, ensure administrative tasks, and help with the currently ongoing redevelopment and implementation the organisational strategy of MHE in line with the vision and mission of the organisation.

Responsibilities:

1. Leading the implementation, as Chief Executive Officer, of the organisation's business plan: Preparing, monitoring, reporting and coordinating the agreements, work programmes and projects;
2. Managing staff;
3. Developing funding strategies and grant proposals to ensure continuous financial sustainability, including drafting our next 4-year framework agreement in collaboration with staff members;
4. Advise the staff in the planning and coordination of communication, policy and advocacy actions and other activities;
5. Everyday financial and administrative management;
6. Preparing and managing financial reports and budgets and liaising with external administration services;
7. Working with, providing organisational support, and reporting to the Board and Executive Committee;
8. Representing and promoting Mental Health Europe towards external actors;
9. Representing Mental Health Europe at conferences and meetings;
10. Developing and supporting the MHE membership;

Requirements:

Qualifications and experience

- Master's level or higher degree, ideally in the field of social science, health, public administration, law or other relevant discipline;
- Excellent management experience;
- Advocacy and/or policy experience in the fields of mental health, disability and/or human rights;
- Experience of working with public authorities and other stakeholders at a very senior level;
- Experience in developing high quality project and grant proposals;
- Experience of project delivery;
- Experience of managing an alliance/network is highly desirable;
- Experience of working for a regional, National or international NGO is desirable.

Knowledge

- Understanding of and commitment to the social/human rights model of disability and the psychosocial model of mental health are essential;
- Understanding of the development and implementation of EU-wide policies, strategies and systems is highly desirable;
- A wide-ranging understanding of mental health issues (including recovery, human rights and the need for the transition from institutional to community-based services);
- An understanding of the policy process and of the main institutions, agencies and social structures relevant to mental health, human rights and social justice in Europe;
- Knowledge of the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) is desirable;
- An understanding of the principles and practice of quality management is desirable.

Skills/qualities

- Excellent communication, leadership, and negotiation skills
- An analytical, organised, problem-solving mind-set
- Excellent business, project and staff management skills;
- Good public speaking skills;
- Fluency in English – native level (written and spoken).
- Excellent writing skills, must be able to present complex information and arguments in an efficient and clear way;
- Excellent interpersonal skills and ability to work with a small, busy, international team and to collaborate with a varied membership;
- Communication skills in other languages (particularly French and/or Dutch) is desirable.

What we offer:

- A 7-month fixed-term contract;
- The possibility to contribute to better mental health for all;
- Work in a friendly, creative, flexible working environment at the heart of the Brussels EU district in a small, dynamic, open minded and international team;
- A competitive NGO salary, according to experience and in line with MHE's salary scales;
- Hospitalisation insurance, contribution to public transport, pension scheme, and lunch vouchers;
- MHE is an equal opportunities employer.

APPLICATION PROCESS AND INFORMATION

Applications should be submitted to MHE Director Claudia Marinetti: claudia.marinetti@mhe-sme.org by **23 November 2020**. Please specify in the email subject "Application for MHE Director post".

All applicants must be qualified, eligible and able to work in Belgium/with a Belgian contract. We are unfortunately not able to provide financial assistance to relocate to Brussels/Belgium. Please note that at the time of writing, the team is working remotely due to the COVID-19 pandemic.

Applications should include only the following attachments:

- A cover letter (no longer than 1 page) explicitly describing how the candidate's profile matches the different job requirements described above and what is the motivation for the post.
- A CV, including details of two persons who can be contacted for references.

Closing date for applications: 23 November 2020

Foreseen date of interviews: week commencing 07 December 2020

Starting date of employment: 15 February 2021