



## MENTAL HEALTH EUROPE IS LOOKING FOR A PROJECT OFFICER

### THE POSITION

MHE is looking for a full-time (80% possible) Project Officer to join its team in Brussels.

**Purpose of job:** To take care of the daily coordination of MHE's projects, to support the development of project proposals, to build strategic relationships with key stakeholders.

### MAIN DUTIES

#### Project Coordination

- Acting as Coordinator of the MENTALITY project (start January 2023), co-leading the LET'S TALK project and overseeing the implementation of activities and reporting for projects in which MHE has a non-coordinating role
- Ensuring the timely delivery of project activities and deliverables through an efficient management process and while closely monitoring all aspects of the project implementation;
- Organising consortia events
- Supporting project evaluation processes
- Monitoring and managing project budgets
- Reporting on project outcomes, including revising experts' inputs, participating in the drafting of reports, drafting technical and financial reporting to donors

#### Project Development

- Supporting the development of project proposals, including drafting proposals and scoping for funding opportunities

#### Events

- Supporting the organisation of project-related events
- Attending external events as MHE representative when required

#### Members and partners

- Outreaching to potential members when the occasion arises
- Building strategic relationships and liaising with relevant institutions and organisations active at the European level

MHE being a small office, other tasks may be assigned from time-to-time.

## REQUIREMENTS FOR THE POSITION

### Essential:

- Educated at university level in a relevant field
- Minimum three years of work experience in project coordination after internships
- At least two years of experience as project coordinator of EU funded projects (Horizon 2020/Europe, EU4Health, Erasmus+, etc)
- Excellent organisational skills, high sense of priority setting, and the ability to react quickly, meet deadlines and work autonomously
- Excellent analytical and problem-solving skills, and attention to detail
- Understanding of European policy and practices in the field of mental health and/or wellbeing
- Excellent drafting skills (reports, project proposals)
- Experience in drafting project proposals
- Fluency in English – native level (written and spoken)
- Good communication and negotiations skills with an ability to liaise with stakeholders from grass-root to institutional level
- IT literacy: excellent knowledge of Office Suite
- Commitment to MHE's approach to mental health and disability
- Very good interpersonal skills and teamwork, ability to work in a small, busy, international team
- Willingness to travel

### Desirable:

- Knowledge of the mental health field or proven interest or experience in the sector
- Knowledge of EU processes, interactions and the dynamics of EU policy-making
- Knowledge of other European languages

### What we offer:

- 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
- Permanent contract
- Possibility to work according to a hybrid working arrangement: partly in-office and partly teleworking
- An interesting monthly gross salary according to experience
- Hospitalisation insurance, pension scheme, contribution to public transport, 13<sup>th</sup> month, teleworking allowance, and lunch vouchers
- MHE is an equal opportunities employer

**Applications should be submitted to MHE Head of Operations Liuska Sanna: [liuska.sanna@mhe-sme.org](mailto:liuska.sanna@mhe-sme.org)**

Please specify in the email subject "Application for MHE Project Officer post".

**All applicants must be qualified, eligible and able to work in Belgium.** We are unfortunately not able to provide financial assistance to relocate to Brussels/Belgium.

Applications should include:

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

**Closing date for applications: 13 November 2022**

**Dates of interviews: 21-22 November 2022**

**Starting date employment: as soon as possible.**

We thank you in advance for your interest in our vacancy. However, due to the large number of applications foreseen, we regret that only shortlisted candidates will be contacted.

#### About Mental Health Europe

Mental Health Europe is a European non-governmental network organisation committed to the promotion of positive mental health, the prevention of mental distress, the improvement of care, advocacy for social inclusion and the protection of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers. More at: [www.mhe-sme.org](http://www.mhe-sme.org)

