**JOB TITLE: Senior Programme Coordinator**

Mental Health Europe (MHE) is recruiting a Senior Programme Coordinator to be employed full-time or part-time (80%) in its head office in Brussels, Belgium.

**About Mental Health Europe**

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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)



**Job purpose**

The Senior Programme Coordinator reports to MHE’s Head of Operations and provides them with support in the monitoring and co-ordination of the organisation’s work plan.

**Primary duties and responsibilities**

**Overall management of projects’ portfolio:**

* Defining, building and managing a programme roadmap and associated budgets
* Monitoring the timely implementation of project activities; deliverables ‘preparation and related spending Liaising with MHE colleagues involved in projects’ activities
* Identifying and managing project related risks and proposing corrective actions
* Providing guidance on and ensuring compliance with the different contractual frameworks
* Providing supervision to project reporting, including coordination of technical reports’ drafting, consolidation of supporting documentation/evidence, drafting of financial reports, management of timesheets, in collaboration with the Head of Operations and Administration Officer
* Liaising with partners and donors for contractual, reporting or other daily issues
* Supporting project financial reviews from donors and financial audits as needed
* Participating in the development, implementation and monitoring of the organisation’s work plan
* Working closely with MHE’s Communications team and with external stakeholders to ensure that project communication is fully integrated into communication plans.

**Project proposal development**:

* Monitoring of funding opportunities in line with the strategic priorities of the organisation
* Preparing funding applications
* Participating in the meetings and trainings on the different funding streams as required to stay up to date on the latest developments
* Developing knowledge on the rules and guidelines of new funders and their contractual provisions to ensure compliance in implementation
* Supporting the review of funding agreements and contracts in liaison with the Head of Operations.

**Programme evaluation:**

* Contributing to the development and implementation of M&E plans for the organisation’s work plan
* Developing tools for data collection and carrying out data collection concerning the evaluation of the organisation’s work plan
* Supporting M&E activities within projects
* Reviewing documents and reports
* Performs any other relevant duties as may be assigned

**Eligibility Criteria**

**Qualifications/Training**

An advanced university degree (Master degree or equivalent) in a relevant field.

**Competencies and experience**

**Essential:**

* Minimum of 5 years of relevant professional experience
* Proven experience in managing EU-funded projects including finances
* Outstanding organisational and time-management skills, with focus on accuracy and attention to detail
* Strong analytical skills & ability to translate technical information into digestible information
* Flexibility, adaptability, and willingness to suggest improvements to workflows and processes
* Ability to work effectively both independently and as part of a team
* Excellent writing, communication, networking and negotiation skills
* High proficiency in oral and written English (CEFR C2 equivalent)
* Commitment to the values, vision and mission of MHE
* All applicants must be qualified, eligible and able to work in Belgium.

**Desirable:**

* Experience of working in an NGO at EU level
* Additional EU languages are an asset

**What we offer**

* The possibility to contribute to better mental health for all
* Work in a friendly and flexible working environment at the heart of the Brussels EU district in a dynamic, inclusive and international team;
* Permanent full-time or part-time contract (80% = 4 days per week);
* Possibility to work according to a hybrid working arrangement: partly in-office and partly tele-working;
* A competitive monthly gross salary according to experience;
* Hospitalisation insurance, pension scheme, contribution to public transport, 13th month, teleworking allowance, additional holidays, and lunch vouchers;
* MHE is an equal opportunities employer.

**Application procedure**

**Applications should be submitted to MHE Acting Director Liuska Sanna:** **liuska.sanna@mhe-sme.org**Please specify in the email subject “Application - Programme Coordinator”.

**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: Applications will be assessed on a rolling basis and interviews organised accordingly.**

**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.

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