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**MENTAL HEALTH EUROPE IS LOOKING FOR A**

**POLICY MANAGER/SENIOR POLICY OFFICER**

**THE POSITION**

MHE is looking for a full-time Policy Manager/Senior Policy Officer (depending on experience) to join its team in Brussels.

**Purpose of job:** To manage MHE’s policy and advocacy activities in line with MHE Strategic Plan, to oversee the work of the policy team and coordinate with other MHE teams and staff, to liaise with member organisations, partners and stakeholders, to organise events and support the fundraising efforts and project outputs.



**MAIN DUTIES**

**Policy and Advocacy**

* Leads MHE’s advocacy on human rights, particularly vis-à-vis the implementation of the UN Convention on the Rights of Persons with Disabilities, to promote the rights of persons with psychosocial disabilities
* Leads MHE’s work on mainstreaming mental health in EU policies, with a particular focus on disability (e.g. EU disability strategy, deinstitutionalisation, human rights) and social policies (e.g. European Pillar of Social Rights, European semester, employment, housing)
* Provides political intelligence and strategic expertise in the field of mental health, human rights and social inclusion
* Builds and maintains relationships with relevant stakeholders (EU bodies and international organisations, national authorities and states representatives, civil society, etc.)
* Coordinates the development of policy campaigns and advocacy strategies, prepares and reviews statements, position papers, briefings
* Liaises with the Communication team to coordinate the dissemination of policy and advocacy work and ensure synergies between policy and communication work
* Monitors policy developments to seek for advocacy opportunities to achieve MHE’s vision and mission.

**Events and Projects**

* Coordinates the organisation of policy events and supports the organisation of other types of events (e.g., capacity-building seminars, MHE General Assembly, awareness raising events, etc.) together with other team members
* Attends external events and meetings as MHE representative when required, including delivering public speeches and presentations
* Leads the projects assigned to them and ensures the smooth delivery of project outputs assigned to the Policy teams.
* Actively contributes to the preparation, implementation and reporting of projects and grants.

**Membership**

* Supports stronger membership engagement through active involvement of MHE members in the design and delivery of MHE policy and advocacy activities, allowing their work and the voice of the people they serve to be heard at the European level
* Manages the coordination of relevant MHE Taskforce(s) and Committee(s).

**Human Resources**

* Line manages the Policy Team and reports to MHE Director and Head of Operations
* Contributes to the onboarding of the new policy staff
* Builds staff capacity where needed.

**REQUIREMENTS FOR THE POSITION**

**Essential**:

* Educated at university level in a relevant field
* At least 5 years of progressively responsible work experience (after internships) in EU advocacy and policymaking with sound knowledge of EU and UN processes
* Proven knowledge and work experience in *at least* one of the following fields: social inclusion, social policies, disability, equality and non-discrimination, health and health determinants
* Understanding of and commitment to the psychosocial model of mental health and social model of disability
* Fluency in English – native level (written and spoken). Language skills will be tested during the interview with a written exercise
* Excellent writing skills with proven experience of drafting and revising policy and advocacy statements, briefings, reports, contributions to project proposals, other publications
* Proven experience of public speaking and capacity to independently represent the organisation at events and official meetings
* Experience in coordinating and supervising the work of a small team with an emphatic management style
* Strong communication skills and ability to interpret and communicate policy developments clearly and concisely to a variety of audiences
* Excellent organisational skills with the ability to work autonomously, prioritise and take initiative to meet deadlines and manage contingencies
* Excellent interpersonal skills and ability to work in a small, busy, international team and to collaborate with a varied membership
* Willingness to travel.

**Desirable:**

* Proven knowledge and work experience in human rights
* Good knowledge of other European languages (preferably French)
* Experience working for a European/international NGO
* Experience of working in a membership-based organisation.

**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 contract (38 hours 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, end of year bonus, teleworking allowance, additional holidays, and lunch vouchers;
* MHE is an equal opportunities employer.

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

Please specify in the email subject “Application for MHE Policy Manager 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.

**Incomplete applications and applications not corresponding to the essential criteria will not be reviewed.**

**Closing date for applications: 30th October 2023 – Applications will be assessed on a rolling basis and interviews organised accordingly.**

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

We thank you 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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