

**MENTAL HEALTH EUROPE IS LOOKING FOR A**

**PROJECT OFFICER**

**THE POSITION**

MHE is looking for a full-time Project Officer to join its team in Brussels.

**Purpose of job:** To coordinate and carry out activities related to Mental Health Europe’s projects, to support the development of project proposals, to build strategic relationships with key stakeholders.

**MAIN DUTIES**

**Project Coordination**

* Coordinating and carrying out project-related tasks of the Mental Health Training Tender (start February 2024) and other research projects in which Mental Health Europe leads co-creation related tasks.
* Ensuring the timely delivery of project activities and deliverables through an efficient management process and while closely monitoring all aspects of the project implementation;
* Supporting project evaluation processes;
* Monitoring 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 Mental Health Europe 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.

Other tasks may be assigned from time-to-time after assessing workload.

**REQUIREMENTS FOR THE POSITION**

**Essential**:

* Educated at university level in a relevant field
* Minimum three years of work experience in project (task) coordination after internships
* At least two years of experience as project officer 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.
* 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 Mental Health Europe’s approach to mental health and psychosocial disability
* Interested to develop knowledge on co-creation if no prior experience
* Very good interpersonal skills and teamwork, ability to work in a small, busy, diverse, international team
* Willingness to travel

**Desirable:**

* Knowledge of the mental health field or proven interest or experience in the sector
* Understanding of European policy and practices in the field of mental health and/or wellbeing
* Knowledge of EU processes, interactions and the dynamics of EU policy-making
* Expertise in co-production and co-creation
* 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 dynamic, open minded and international team;
* Permanent contract
* Possibility to work according to a hybrid working arrangement: partly in-office and partly tele-working.
* An interesting monthly gross salary according to experience;
* Hospitalisation insurance, pension scheme, contribution to public transport, 13th month, teleworking allowance, and lunch vouchers;
* Mental Health Europe is an equal opportunities employer.

**Applications should be submitted to Mental Health Europe’s Head of Operations Liuska Sanna:** **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: 7th January 2024**

**Applications will be assessed on a rolling basis.**

**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)

