

EURORDIS-Rare Diseases Europe

Job vacancy – Communications Junior Manager, Projects & Programmes

Responsible to: Communications Senior Manager (Social Research Director for Rare Barometer work)

Contract type: 11 months temporary, maternity leave cover

Salary: €30,000 – 34,000 gross per annum

Location: EURORDIS Paris

Duration: 2 October 2023 to 30 August 2024

Main scope of the position

EURORDIS-Rare Diseases Europe relies on its projects and programmes to implement its advocacy priorities and to push for progress for people living with a rare disease. These initiatives stretch across several years and have the potential to transform the landscape for rare diseases. The Communications Junior Manager, Projects and Programmes (CJMPP) ensures that our work here is better understood and the results more widely disseminated to maximise impact.

At the core of this role is the Rare Barometer programme. This survey programme collects rare disease patients' perspectives and opinions through qualitative and quantitative data collection methods on important topics for the rare disease community. The CJMPP will provide communication work around the surveys: encouraging participation, designing infographics and informing on the outcomes of the studies. In general we expect two-thirds of this role will be focused on this programme.

The postholder will also support communications around other EURORDIS programmes, especially the Open Academy. Please note that communications about events are not normally part of this role, as this sits with the Communications Manager.

The role also focuses on our key projects that will make a significant impact on the lives of people living with a rare disease including:

Remedi4All (hands on encouragement for repurposing of medications), Connect4Children (increasing opportunities for safe research for paediatric treatments, ERICA (promoting research-links and registries within ERN environment), Screen4Care (using technology to shorten the lifetime of diagnostics), SolveRD (looking for diagnostic tests for very rare diseases), among many others.

Key tasks & responsibilities

Rare Barometer

Management, communications, and outreach

- Developing communications and outreach materials in line with Rare Barometer goals and strategies: invitations to participate in surveys, information on the results of the surveys etc.
- Contributing to evidence-based advocacy relying on surveys.
- Optimising the use and dissemination of the survey results internally and externally, including conducting stakeholder mapping to oversee the use of the results.

Job announcement last updated: 9 August 2023

Social Media, website & content management

- Planning and managing the design, content, and production of publications and communications materials.
- Writing/ distributing social media content to encourage stakeholders' participation in the programme (patient organisations, policy makers, pharma industry, researchers, institutions, etc.)
- Updating website content
- Drafting power points presentations
- Editing infographics with graphic design software or overseeing the development of visual materials (including infographics) with a graphic designer
- Tracking Facebook ads and Google Ads campaigns analytics.

All projects and programmes

- Developing social media, web articles, and where applicable first drafts of press releases promoting our projects and programmes
- Maintaining the project web pages on the EURORDIS website (in liaison with project leads)
- Working with leads to develop communications plans for each of our projects, so EURORDIS communications help achieve the project goals
- Contributing to the development of videos and potentially podcasts about EURORDIS' role in joint initiatives

Experience & skills

- Master's degree or bachelor's degree, preferably with a specialisation in Communications, Public affairs or international relations and/or a minimum 1-3 years of experience in a similar position
- Knowledge and experience in use of graphic design software packages such as Adobe Creative Suites
- Experience in the health sector, public affairs, or international policy is desired.
- Familiarity with the rare disease landscape is a plus.
- Excellent writing skills in English
- Experience in graphic design
- Experience using all social media channels and writing content for social media
- Proficiency in using Word, PowerPoint, and Excel
- Willingness to learn how to use new software solutions
- Motivation to work for an NGO
- Highly organised, detail-orientated and able to prioritise
- Excellent interpersonal skills
- Experience in survey analysis preferred

To apply

Please send your CV and cover letter in English to cjmpp@eurordis.org

Deadline for applications: 10 September 2023 (but we reserve the right to close applications earlier or extend longer if required)

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