



# BioMed Alliance

## About BioMed Alliance

The BioMed Alliance is not-for-profit organisation representing 29 leading European societies devoted to medicine and biomedical research that represents more than 400,000 researchers and health professionals.

The BioMed Alliance's principal goals and objectives are to promote the best interests and values of researchers, of healthcare professionals, and of non-for-profit medical associations and organisations across all medical disciplines in Europe, in those general areas of common interest. Such areas include, among others, research funding, investigator led clinical studies and continuing professional education.

The BioMed Alliance aims to speak as a common voice of all its members and to represent them in common policy and strategic matters in seeking to:

- improve the biomedical research environment in Europe
- foster frameworks for continuing education of healthcare professionals and academics in Europe

The BioMed Alliance is currently looking for a **Communications and Project Officer** to work in Brussels from **January 2019**. You will be part of the team that is responsible for supporting collaboration and communication among the member organisations. You will be involved in the organization of events, in the development of advocacy actions and in providing information to member organizations.

**Job title:** Communications and Project Officer

**Starting date:** January 2019

**Location :** Square de Meeus, 29, Brussels, 1000

## Tasks

The main responsibilities and foreseen activities include:

- Managing digital communications channels daily (BioMed Alliance's website, Twitter, LinkedIn accounts),
- Monitoring and following up on EU health policy developments and ensuring rapid dissemination,
- Ensuring that BioMed Alliance's databases and mailing lists are maintained and up-to-date,
- Supporting the coordination of BioMed Alliance's activities and liaising with members, EU institutions and other stakeholders,
- Developing relevant and interesting content for our members,
- Drafting reports, minutes, policy briefings on Task Forces' outcomes, BioMed Alliance's meetings and on policy developments,

## Candidate Profile

- Bachelor/Master's degree in European studies, Political Science, Public Relations or Communication, Law
- Excellent spoken and written English



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- Strong organisational skills, initiative and follow-through, ability to work quickly, accurately and to carry out multiple tasks at the same time;
- Ability to work in a small team

## **What we offer**

- A full-time position with a permanent contract;
- Conditions are according to Belgian legislation including the legal ability to live and work in Belgium
- A dynamic working environment with the opportunity to gain broad experience in a wide range of health research policy issues, communication, event management and with the possibility to develop a broad network at the EU level.

Closing date: 18 December 2018

Starting date: January 2019

Please send your CV and cover letter to [director@biomedeuropa.org](mailto:director@biomedeuropa.org)