

## JOB DESCRIPTION

JOB TITLE	Communication & Marketing Coordinator, European Society for Paediatric Oncology (SIOPE)
JOB LEVEL	Coordinator
DEPARTMENT	Communication & Marketing

<b>JOB OBJECTIVE</b>	The SIOPE Communication & Marketing Coordinator is responsible for the overall Communication & Marketing (C&M) of the organization including the development and roll-out of the C&M Strategy.
<b>MAIN RESPONSIBILITIES</b>	<p>Main responsibilities for Communication &amp; Marketing in SIOPE Europe:</p> <ul style="list-style-type: none"> <li>▪ Developing, leading and implementing the organizations communication &amp; marketing strategy including EU-Funded projects.</li> <li>▪ Implementing digital marketing &amp; communication plans to increase awareness.</li> <li>▪ Coordinating the development of marketing activities, including collaterals.</li> <li>▪ Enhance profile of organisation through press releases, expert interviews etc.</li> <li>▪ Inform and update the Paediatric Oncology community through regular electronic communication tools such as website, newsletters and other.</li> <li>▪ Development of Childhood Cancer Awareness Campaigns with various Stakeholders.</li> <li>▪ Seeking for communication opportunities for the organization.</li> </ul>
<b>DESCRIPTIONS OF THE RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>▪ Reporting to the Chief Executive Officer of SIOPE Europe.</li> <li>▪ Close collaboration with <ul style="list-style-type: none"> <li>▪ the SIOPE Europe Policy Department</li> <li>▪ the SIOPE Europe Events &amp; Marketing Coordinator</li> <li>▪ the SIOPE Europe Grants &amp; EU Project Coordinator</li> <li>▪ the SIOPE Europe Education Coordinator</li> <li>▪ the SIOPE President &amp; Board Members</li> </ul> </li> </ul>
<b>SKILL SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills including good editorial skills.</li> <li>▪ Good communicator with enthusiasm and convincing power.</li> <li>▪ Administrative and computer skills, including good knowledge of social media communication and web publishing.</li> <li>▪ Service mind-set and multi-task oriented and well-organised.</li> <li>▪ Ability to take initiative, prioritise and work under set deadlines.</li> <li>▪ Ability to function accurately and efficiently in a multi-task work environment.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ability to work independently and in team.</li> <li>▪ Capacity to interact and build strong relations with a diverse/multi-cultural members/stakeholder/staff base.</li> </ul>
<b>PROFILE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ At least 4 years professional experience in communication, marketing, advocacy or association management related area.</li> <li>▪ Previous experience with European Commission Projects are advantageous.</li> <li>▪ Experience in rolling-out of EU and Media campaigns are an asset</li> <li>▪ English mother tongue or equivalent - other European languages (French &amp; Dutch or other) would be an asset</li> <li>▪ Enthusiastic and be innovative</li> <li>▪ Willing to travel</li> </ul>
<b>EXTRA INFORMATION</b>	<p>Please email your CV and motivation letter to Mrs. Samira Essiaf by Email:  <a href="mailto:samira.essiaf@siope.eu">samira.essiaf@siope.eu</a></p> <p>Deadline: 05 December 2021</p>
<b>CREATED ON</b>	10 November 2021