

## JOB DESCRIPTION

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

<b>JOB OBJECTIVE</b>	The SIOPE Communication & Marketing Coordinator is responsible for all internal and external communication including managing dissemination and roll-out of the communication strategy for several EU-funded projects as well dedicated campaigns.
<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 strategy.</li> <li>▪ Implementing digital marketing &amp; communication plans to increase awareness</li> <li>▪ Coordinating the development of marketing activities, including collateral.</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; Education Coordinator</li> <li>▪ the SIOPE Europe Grants &amp; EU Project Coordinator</li> <li>▪ the SIOPE President &amp; Board Members</li> </ul> </li> </ul>
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<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>
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	<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 3 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 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>UPDATED ON</b>	26Jun23