

JOB DESCRIPTION

Engagement Officer



Job Ref: IBE Engagement Officer

**Type: 12-month fixed-term, full-time contract with possibility to extend.
*Part-Time/Job-Share option may be considered for the right candidate.***

Location: Remote working, with some international travel required.

IBE is registered as an employer in Ireland and the United Kingdom. Applicants should be based in one of these countries.

A contract with a freelance consultant/self-employed contractor may be considered for those in other locations.

Salary: €31,000 - €35,000, depending on expertise and experience.

Closing Date: Friday January 19th 2024 (applicants invited for interview will be informed by 22nd January)

Interviews taking place: Tuesday 30th and Wednesday 31st January

Background

The International Bureau for Epilepsy (IBE) was established in 1961 and has grown to over 160 chapters in over 110 countries globally. The Bureau is the recognised international umbrella body representing national epilepsy organisations that have a specific interest in improving the social condition and quality of life of people with epilepsy and their carers.

IBE launched an exciting new strategy in 2022, which is focused on ensuring epilepsy is a global health priority, that we are empowering and amplifying the voices of people with epilepsy and that we are serving and supporting our chapters across the world.

We are a small, passionate and ambitious organisation, engaging with people with epilepsy, their families and epilepsy organisations in different countries on a daily basis.

We are looking for a people-focused professional who works well independently but who is also prepared to get involved across the organisation's activities to join our team as Engagement Officer.

This role is varied and is designed to strengthen the meaningful involvement and engagement of people with epilepsy in the work of IBE and its external partners, and work towards better understanding and addressing the needs of our community. This is a great opportunity for someone who wants to make a real impact for those living with epilepsy worldwide.

We strongly encourage candidates of all different backgrounds and identities to apply. As a global organisation, we value people with different experiences and perspectives. We're looking for people who are passionate and have integrity. You're encouraged to apply even if your experience doesn't precisely match the job description. **We would also encourage individuals who have lived experience of epilepsy to apply for this role.**

Role Description

Working with our Head of Engagement, the Engagement Officer will be tasked to:

- Promote, coordinate and support the involvement and engagement of people with epilepsy in the work of IBE and partner organisations.
- Assist in the development of IBE policies, procedures and frameworks related to working with our Community Council, Global Youth Team and similar groups – in line with best practice in patient and public involvement and engagement.
- Plan and deliver virtual and face to face meetings, focus groups/workshops that bring together member organisations, people with epilepsy, their families and other stakeholders from the epilepsy community for networking, knowledge sharing, and collaborative initiatives.
- Support the planning and delivery of international events/conferences, including collaborating with regional committees and partner organisations.
- Support the work of our International Executive Committee, Management Committee, Regional Committees, Community Council and Global Youth Team including organising meetings, briefing participants, taking minutes and writing reports.
- Work with, and support, the IBE Global Youth Team in ensuring young people with epilepsy can connect and raise awareness of epilepsy and its impact on youth.
- Participate actively in the Global Epilepsy Needs Survey (GENS) project, including working with our Expert Advisory Board, Chapter Working Group and project working group to plan and deliver this important project.
- Provide logistical and administrative assistance on projects and programmes related to the engagement of IBE's chapters and wider network in our work e.g. coordinating payment of membership dues.
- Track the progress and impact of engagement activities with member organisations. This involves maintaining records, evaluating the effectiveness of various engagement strategies, and reporting findings to the management team/Head of Engagement.
- Be the contact person for email queries from our membership organisations, monitoring the info@ibe-epilepsy.org email address.

A guide to the skills, experience & qualities that would be beneficial in this role

Skills & Experience:

- Extremely strong people skills, including the ability to build positive relationships with colleagues, a range of stakeholders, and, in particular, our community of member organisations and people affected by epilepsy.
- A degree (or equivalent) in communications, health communications, public health, the life sciences (or similar), and/or comparable experience in a similar role.
- Experience and knowledge of patient and public involvement and engagement (theory and practice).
- Fluent in English, and working proficiency in another language (preferably Spanish, French, Arabic, Portuguese, Hindi/Urdu). Whilst this is not essential, it would certainly be an advantage.
- Experience in organising, delivering and developing reports from virtual and face to face events/meetings.
- Strong writing, public speaking and moderation/facilitation skills.
- Strong organisational and administrative skills.
- Ability to prioritise own workload effectively and enable others to meet challenging deadlines.
- Experience of operating in a modern digital workplace, including using digital tools to work collaboratively and productively.
- Ability to monitor performance, report on progress and use these to inform future plans.

Personal qualities:

- An understanding of epilepsy and the impact on people with epilepsy and their families, as well as an enthusiasm to expand your knowledge.
- Strong personal motivation to lead the tasks outlined, and a clear commitment to contribute to an improvement in quality of life for our community.
- Initiative, proactive attitude and great learning capacity.
- Emotional intelligence and empathy.

Application Process

Please send a one-page letter of motivation and short 2-page CV (maximum) to IBE's CEO, Donna Walsh, at: donnawalsh@ibe-epilepsy.org

Use the following subject line in any job related correspondence: IBE Engagement Officer.

The deadline for applications is Friday January 19th 2024.

Note: IBE is also recruiting for a Communications Officer, so feel free to highlight relevant skills in other areas in your cover letter. See www.ibe-epilepsy.org for more.