



Job Description: Part-time Project Officer (0.5 post – potential for fulltime)

Accountable to: Chief Executive Officer

Reporting to: Chief Executive Officer

Role and Function:

Reporting to the CEO the post-holder will focus on specific projects including the organisation and management of the European Association for Palliative Care (EAPC)'s involvement in European-Union funded projects and other research activities. The post-holder will also be an integral part of the EAPC Head Office staff, assisting with updating of the website, attending annual world congresses and assisting with various other projects.

Key responsibilities:

- Carry out tasks assigned to the EAPC in European-Union funded projects
- Work with the CEO and EAPC Head Office staff to ensure appropriate integration between the work of the EAPC and the everyday work routinely undertaken by the EAPC
- Develop and monitor financial aspects of assigned research projects
- Report on progress of projects against timelines and objectives
- Network with the EAPC task forces, research partners and other key stakeholders
- Participate in events on behalf of the European Association for Palliative Care

Additional responsibilities:

- Provide professional project management support to the Chief Executive Officer of the EAPC
- Liaise and engage with key external stakeholders
- Contribute to the development of the EAPC strategic and business plans in accordance with the EAPC aims and objectives

Operational Role:

- Ensure projects are delivered on time, within budget and resource constraints
- Investigate opportunities for additional funding
- Project manage new initiatives as directed by the EAPC CEO including planning, engaging with stakeholder, resourcing, implementing monitoring and evaluation
- Liaise with CEO regarding deployment of administrative and other non-professional resources



- Actively participate in the marketing and dissemination of EAPC activities including updating the EAPC website, social media and providing content for the EAPC newsletters/blogs
- Provide updates on the work undertaken and highlight any issues with the CEO

To perform such other duties appropriate to the post as may be assigned from time to time by the EAPC CEO

Factors	Essential	Desirable
Experience	<ol style="list-style-type: none"> 1. Experience of leading and managing projects and initiatives 2. Experience of working at a senior level in a multidisciplinary team 3. Good understanding and knowledge of palliative and end of life care 	<ul style="list-style-type: none"> • Experience in the design and conduct of research in the health care sector • Experience of research outcome dissemination and knowledge transfer • Experience of involvement in European Union funded projects
Qualifications	<ul style="list-style-type: none"> • Masters level qualification in related area 	<ul style="list-style-type: none"> • PhD in a related field • Project management qualification • Registered health care professional
Core competencies	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Team player • Adaptable and flexible work approach • Strong IT skills including Word, PowerPoint, Excel & related systems • Proven record of delivery and innovation • Ability to evaluate information and judge situations • Excellent organisational skills 	<ul style="list-style-type: none"> • Proven record of successful application for funding for research activities • Experience in posting and editing web content using a CMS, e.g. WordPress, Elementor • Understanding of current social media trends and platforms



Conditions of appointment:

<u>Work base:</u>	Based in the European region, it is expected that the post holder will work remotely. The post-holder will be expected to travel internationally.
<u>Salary scale (Pro-rata):</u>	negotiable dependent on experience
<u>Holidays (Pro-rata):</u>	27 days (13.5 pro-rata)
<u>Health:</u>	A candidate for and any person holding office must be free from any medical condition that would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service
<u>Contractual hours:</u>	37.5 hours per week (full-time) Pro-rata 18.75 hours per week. Given the nature of the post details of starting and finishing times may vary in accordance with the needs of the EAPC. There will be times when you will be required to work outside of normal office hours.
<u>Probation:</u>	The person shall be on probation for a period of six months or such longer period was may be determined
<u>Resignation:</u>	The post holder must give one months' notice in writing, of intention to resign from the post
<u>Expenses:</u>	All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the EAPC.

All other terms and conditions will be in line with the policies of the EAPC