

**MENTAL HEALTH EUROPE IS LOOKING FOR A
FULL-TIME PROJECT OFFICER (temporary contract)**

About Mental Health Europe

Mental Health Europe is a European non-governmental network organisation committed to the promotion of positive mental health, the prevention of mental distress, the improvement of care, advocacy for social inclusion and the protection of the rights of (ex)users of mental health services, persons with psychosocial disabilities, their families and carers. More at: www.mentalhealtheurope.org

Purpose of job:

We are looking for a motivated Project Officer to join our team in Brussels. This is an excellent opportunity to contribute to the coordination and implementation of EU-funded projects, support project-related policy work, and cultivate meaningful partnerships with key stakeholders. The Project Officer will assist with the day-to-day operational management of projects, including task monitoring, resource coordination, reporting, and support for project planning and proposal development. Reporting to the Programme Manager, the Project Officer will collaborate with the wider team and member organisations to strengthen project implementation, contribute to policy development through project activities, and enhance the visibility of project work at the EU level.

Mental Health Europe is committed to a diverse and inclusive environment for all our employees. We encourage candidates with diverse backgrounds to apply.

MAIN DUTIES

Project Coordination

- **Project Management:** Lead the full project cycle including planning, implementation, monitoring, and evaluation. Track progress against milestones, work plans, and overall objectives to ensure timely delivery of all activities and outputs.
- **Budget Oversight:** Monitor project expenditures, ensure compliance with financial procedures, and verify all supporting documentation. Maintain strict adherence to the approved budget.
- **Reporting & Documentation:** Draft and revise technical and financial reports in line with donor requirements. Maintain up-to-date project documentation and support narrative reporting.
- **Stakeholder & Partner Coordination:** Represent Mental Health Europe in project meetings and ensure effective communication with stakeholders, donors, and partners. Coordinate internal teams and implementing partners to foster smooth collaboration and alignment throughout project implementation.

- **Monitoring, Evaluation & Quality Assurance:** Oversee project performance, support evaluation processes, implement risk mitigation strategies, and ensure all deliverables meet established quality standards.
- **Administrative & Logistical Support:** Manage scheduling, coordinate meetings, take minutes, and support the organisation of project-related events to ensure smooth and efficient project operations.

Project Development

- Supporting the development of project proposals, including drafting proposals and scoping for funding opportunities.

Events

- Represent Mental Health Europe by attending and presenting at external events, ensuring the organisation's visibility and active engagement in areas relevant to the project portfolio.

Members and partners

- Outreach to potential members when the occasion arises;
- Building strategic relationships and liaising with relevant institutions and organisations.

Other tasks may be assigned from time-to-time after assessing workload.

REQUIREMENTS FOR THE POSITION

Essential:

- Educated at university level in a relevant field
- Two years of work experience (excluding internships), preferably in project implementation and coordination of EU-funded projects in fields relevant to Mental Health Europe's work
- Excellent organisational skills with strong priority-setting, autonomy, and ability to meet deadlines
- Strong analytical and problem-solving abilities with keen attention to detail
- Proficient in drafting reports and project proposals
- Committed to Mental Health Europe's approach to mental health and the psychosocial model and an interest in developing knowledge of co-creation
- Excellent oral and written communication skills in English
- Good/effective communication and negotiation skills, able to engage stakeholders from grassroots to institutional levels
- Strong interpersonal skills and a collaborative mindset for working within diverse, international teams
- Good IT literacy, including advanced proficiency with the Office Suite

Desirable:

- Experience working for a non-governmental membership organisation
- Demonstrated knowledge and passion for mental health issues, including and or disability and co-creation/ co-production.
- Knowledge of other European languages.

What we offer:

- The possibility to contribute to better mental health for all.

- Work in a friendly, creative, flexible working environment in a dynamic, open minded and international team.
- Temporary contract of 6 months (with possibility of extension depending on funding)
- Possibility to work according to a hybrid working arrangement.
- Gross monthly salary between 3100- 3300 euros depending on experience.
- Hospitalisation insurance, pension scheme, contribution to public transport, 13th month, teleworking allowance, and lunch vouchers.
- Additional holidays: 4 extra-legal holidays and end of year office closure on top of legal holidays.

Applications should be submitted to recruitment@mentalhealtheurope.org Please specify in the email subject "Application for MHE Project Officer post".

All applicants must be qualified, eligible and able to work in Belgium. Please specify if you meet this requirement in the cover email. Mental Health Europe is not in the position to support work permit applications or to provide financial assistance to relocate to Brussels/Belgium.

Applications should include:

- A cover letter (no longer than 1 page) describing how the candidate's profile matches the different job requirements and what the motivation for the post is.
- A CV, including details of two persons who can be contacted for references.

Deadline for applications is Wednesday 11th of June. Interview and written test will take place in Brussels on Friday 20th of June.

Starting date employment: as soon as possible.

We thank you in advance for your interest in our vacancy. However, due to the large number of applications foreseen, we regret that only shortlisted candidates will be contacted.