



Job Description: Project Officer – EAPC Groups

Accountable to: Chief Executive Officer

Reporting to: Chief Executive Officer

Role and Function:

Reporting to the CEO the post-holder will focus on the administration, organisation and management of the EAPC Groups (Task Forces & Reference Groups). The post-holder will also be an integral part of the EAPC Head Office staff and will assist with other administrative tasks and projects including website and database maintenance and the organisation of online EAPC events.

Key responsibilities:

- Work with, and provide general administrative support and assistance to the EAPC groups (task forces and reference groups)
- Report on progress of the work of the groups against timelines and objectives
- Network with members of the EAPC task forces, reference groups, research partners and other key stakeholders
- Update database and website details
- Assist with administration and organisation of online congresses and events
- Participate in events on behalf of the European Association for Palliative Care

Additional responsibilities:

- Provide support to the Chief Executive Officer of the EAPC
- Assist with administrative tasks and projects
- Liaise and engage with key external stakeholders
- Be an integral part of the EAPC team including attendance at congresses

Operational Role:

- Project manage, liaise with and provide administrative support and organisation to EAPC reference groups and task forces.
- Link with the members and chairs of the groups and assist in ensuring deadlines are met
- Attend meetings with EAPC groups to offer advice and suggestions
- Assist with updating the webpages for the EAPC groups
- Ensure that reports are submitted for the board in a timely manner
- Ensure policies and procedures are in place for both task forces and reference groups



- 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
- Contribute to the work of the EAPC head office

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. Good understanding and knowledge of palliative and end of life care 3. Experience in an project management/administrative role 4. Experience in posting and editing web content using CMS, e.g. WordPress, Elementor. 	<ul style="list-style-type: none"> • Experience in palliative care • Experience in using email marketing software to create email campaigns, customer segments, A/B tests and analyse performance of campaigns. • Understanding of Search Engine Optimisation (SEO) principles for creating blog posts and website copy. • Management of social media accounts.
Qualifications	<ul style="list-style-type: none"> • Undergraduate degree in related area 	
Core competencies	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Able to speak, read, and write fluently in English • Team player • Adaptable and flexible work approach • Strong IT skills including: Word, PowerPoint, Excel, web content building using a content management system & related systems. • Proven record of delivery and innovation 	

	<ul style="list-style-type: none"> • Ability to evaluate information and judge situations • Excellent organisational skills 	
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Conditions of appointment:

Work base: It is expected that the post holder will work remotely. The post-holder may be expected to travel internationally and occasionally to the office based at Our Lady’s Hospice, Harold’s Cross, Dublin.

Salary scale: Negotiable depending on experience

Health: A candidate for and any person holding office, must be free from any medical condition that prevents them from performing the job successfully

Contractual hours:

This is a 0.5 Post

Pro-rata - 19.5 hours per week (39 hours per week full-time)

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.

Probation: The person shall be on probation for a period of six months or a longer period may be determined

Resignation: The post holder must give one months’ notice in writing, of intention to resign from the post

Expenses: 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