



# Project and Membership Officer

**Location:** Brussels / hybrid

**Contract type:** A full-time permanent contract

**Starting date:** As soon as possible

**Application deadline:** 10 July 2026

## About GAMIAN-Europe

GAMIAN-Europe is a pan-European patient organisation working to improve the lives of people affected by mental health conditions. We bring together organisations across Europe and advocate for patient-centred policy, research, services and support.

We are seeking a **Project and Membership Officer** to coordinate EU and externally funded projects, engage our members and support the meaningful involvement of people with lived experience.

## Main Responsibilities

### 1. Project and EU Project Coordination

- Support the planning, coordination, implementation and monitoring of GAMIAN-Europe projects, including EU-funded projects.
- Track project timelines, deliverables, reporting requirements and partner contributions.
- Liaise with project partners, experts, participants and other stakeholders.
- Coordinate the preparation and delivery of project workshops, stakeholder meetings, focus groups, consultations and webinars.
- Contribute to project reports, surveys, protocols, meeting notes and other deliverables.
- Support internal project documentation, follow-up and risk monitoring.
- Contribute to the development of new project ideas, funding applications and proposals.
- Help ensure project activities are delivered on time and in line with agreed objectives.

### 2. Membership Engagement

- Maintain accurate member information and support effective member relationship management.
- Organise member engagement activities, including workshops, training sessions, consultations, webinars and surveys.
- Coordinate opportunities for member organisations to contribute to GAMIAN-Europe projects and organisational activities.
- Support membership mapping, new member applications, onboarding and relationship-building.
- Compile member insights, needs and priorities to inform GAMIAN-Europe's strategy, capacity-building and future projects.
- Help strengthen collaboration and exchange between member organisations across Europe.

### **3. Expert by Experience and Patient Involvement**

- Support the coordination of Expert by Experience groups, advisory groups and project-specific recruitment processes.
- Prepare accessible information and brief participants before project activities.
- Support safe, ethical and inclusive participation, including consent, confidentiality, safeguarding and appropriate follow-up.
- Ensure lived-experience contributions are reflected in project outputs, recommendations and decision-making.
- Maintain trusted relationships with participants while handling sensitive information securely and respectfully.

### **4. Communications and Dissemination**

- Work closely with the Communications team to plan content related to projects (draft news items, member updates, newsletter and social media contributions), membership activities and lived-experience involvement.
- Support the dissemination of project outputs, events, surveys and participation opportunities through GAMIAN-Europe and partner channels.
- Collect participant reflections, quotations and photographs where appropriate, ensuring informed consent.
- Help ensure communications use accessible, respectful and patient-centred language.

### **5. Policy and Advocacy Support**

- Provide occasional support to policy and advocacy activities linked to projects, members or lived-experience involvement.
- Contribute member and patient perspectives to selected briefings, statements, consultations and stakeholder meetings.
- Support the connection between GAMIAN-Europe's project work and wider EU mental health policy discussions.

## **Profile and Skills**

### **We are looking for someone with:**

- 2–3 years' experience in project coordination, ideally within EU-funded, NGO, health, research or advocacy projects.
- Strong organisational skills and the ability to manage competing deadlines.
- Experience working with members, stakeholders, communities or civil society organisations.
- Excellent written and spoken English and strong drafting skills.
- Experience organising workshops, consultations, meetings or webinars.
- An understanding of mental health, patient involvement or lived-experience engagement.
- Sensitivity and good judgement when handling personal or confidential information.

- Basic knowledge of EU policy or EU-funded projects.
- A collaborative, flexible and respectful working style.

Experience with Horizon Europe, EU4Health, membership organisations, mental health advocacy or Expert by Experience groups would be an advantage. Additional European languages are welcome.

#### **What We Offer**

- A meaningful role within a European mental health patient organisation.
- Experience working on EU-level projects, membership engagement and advocacy.
- A permanent Belgian contract with a competitive NGO-sector salary (salary range available upon request or during the interview process).
- Hybrid working, with approximately two remote days per week.
- Meal vouchers, a 13th-month payment and full reimbursement of public transport costs for commuting within Belgium.
- A flexible and collaborative working environment.

#### **How to Apply**

Please send your CV and a short cover letter to [communications@gamian.eu](mailto:communications@gamian.eu) by **10 July 2026**, with the subject line: **Project and Membership Officer application**.

GAMIAN-Europe is committed to inclusive and respectful recruitment. We particularly welcome applications from people with lived experience of mental health conditions and from candidates with diverse backgrounds.