



The European Patients' Forum (EPF) is looking to contract
European Patients' Academy (EUPATI)
Communications Coordinator

JOB TITLE: EUPATI Communications Consultant
REPORTS TO: EUPATI Coordinator
LOCATION: Remote (home-based)
TYPE OF CONTRACT: 40% consultancy or employment contract
START DATE: 1 January 2021
DEADLINE: Rolling recruitment process starting 2 December 2020
INTERVIEW: Potential candidates will be invited to an online interview after submitting their application.
APPLICATION: Please submit your cover letter and CV in English to maria.duarte@eupati.eu, with email subject line: "EUPATI Communications Coordinator"

BACKGROUND

The European Patients' Academy (EUPATI, www.eu-patient.eu) is a pan-European programme implemented as a public-private partnership by a collaborative multi-stakeholder consortium from the pharmaceutical industry, academia, not-for-profit, and patient organisations. The Academy was started, developed and implemented as a flagship project of the Innovative Medicines Initiative (<http://www.imi.europa.eu/>), and continues to be led by the European Patients' Forum. EUPATI has already trained 154 patient experts on medicines development, clinical trials, medicines regulations, health technology assessment. Additionally, EUPATI offers and maintains the Toolbox on Medicine Development, and coordinates a network of national platforms for patient advocates.

PURPOSE OF THE ROLE

- To develop and implement the EUPATI communication and dissemination plan.

KEY TASKS:

- Develop a communications plan for EUPATI and coordinate its implementation and continuous monitoring/evaluation.
- Develop communication tools aimed at various stakeholders and target audiences in close collaboration with operations, training and business development teams.
- Update the EUPATI website and ensure mailing lists are comprehensive and relevant.

- Support as needed the EUPATI team in the rapid dissemination of information within the EUPATI Networks
- Create, edit and manage EUPATI's key communication tools in cooperation with EUPATI team, including:
 - o Newsletter,
 - o Work plans, annual report and leaflets/brochures,
 - o Website content in collaboration with team,
 - o Standard slide sets.
- Manage and implement EUPATI's social media strategy.
- Lead annual communication campaigns with effective and creative communications tools and actions.
- Manage communication related meetings including staff, EUPATI Partners and third parties.
- Develop and maintain EUPATI's branding and ensure consistent implementation.
- Manage EUPATI's information resources – library and documentation of publications and research.
- Support the EUPATI Coordinator in liaising pro-actively with the media (when needed).
- Represent EUPATI externally as needed.

KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Essential

- A degree in communications or any other relevant field.
- Experience in communications and dissemination in European/international organisations and/or non-profit sector.
- Strong project management, organisational and time management skills.
- Commitment to NGO sector values and methods.
- Excellent website technology and social media skills
- Excellent Word, Excel and PowerPoint skills.
- Fluent in written and oral English.

Desirable

- Experience in working in the international and/or European health sector.
- Knowledge of or interest in patient engagement and advocacy.

PERSONAL QUALITIES AND ATTRIBUTES

- Proactiveness and high degree of autonomy.
- Structured and organised.
- Ability to multitask and manage evolving priorities.

- Fast-learner and excellent communicator.
- Demonstrated experience of working under pressure and with tight deadlines.
- Strong problem-solving, analytical and evaluative skills.
- Excellent communication / networking skills.
- Ability to interact with people at all levels.
- Strong attention to detail.