



## The EUPATI Foundation, European Patients' Academy, is looking for A Partnerships & Operations Coordinator

<b>JOB TITLE:</b>	Partnerships & Operations Coordinator
<b>REPORTS TO:</b>	EUPATI Executive Director
<b>LOCATION:</b>	Home-based in the Netherlands, Belgium, Ireland or France , with some travel within Europe (when possible considering COVID 19 restrictions)
<b>TYPE OF CONTRACT:</b>	100%
<b>START DATE:</b>	As soon as possible
<b>DEADLINE:</b>	Rolling recruitment process
<b>INTERVIEW:</b>	Potential candidates will be invited to an online interview after submitting their application.
<b>APPLICATION:</b>	Please submit your cover letter and CV in English including 2 referees and monthly gross salary level expectation to <a href="mailto:info@eupati.eu">info@eupati.eu</a> , with email subject line: "Partnerships & Operations Coordinator"

### ABOUT EUPATI

[The European Patients' Academy](#) is a pan-European Foundation operating as a public-private partnership by a collaborative multi-stakeholder consortium from patient organisations, pharmaceutical industry, academia, and not-for-profit organisations. Established in 2012, EUPATI is a flagship project of the Innovative Medicines Initiatives ([IMI](#)) as well as the European Patients' Forum ([EPF](#)). The main mission of EUPATI is to build capacity and training on medicines research and development, as well as other therapeutic innovation, for patients and patient representatives.

EUPATI has already trained over 150 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. The Toolbox has been accessed by 4 million users to date worldwide and it is available in 9 languages.

Since 2017, EUPATI has been striving to enable meaningful and sustainable patient engagement through patient education. This has led to the expansion of our services to include training for non-patient stakeholders to promote effective and meaningful patient engagement. Other projects are also in the pipeline such as a matchmaking services, and these will probably take form in 2021 onwards.

### PURPOSE OF THE ROLE

- To take a leading role in managing EUPATI's partnerships with its public and private partners (patient organisations, academic and non-profit organisations and pharmaceutical companies) and their in-cash and in-kind contribution.
- To support the [governance of the EUPATI Foundation](#) (Board of Trustees, EUPATI Board and the Sustaining Partners Assembly).
- To support the operations of the EUPATI Secretariat, development of the annual workplan, its implementation and evaluation.

## KEY AREAS OF RESPONSIBILITY

### Partnerships and Grants Management

- Managing partnerships of all current sustaining partners (public & private)
  - Actively fostering and nurturing relationships and engagement with the partners through regular calls & email communications.
  - Sharing EUPATI documentation and reports with the partners.
  - Maintaining tracking sheets and contact database.
  - Responding to questions and requests from the partners.
  - Supporting compliance requirements from the partners.
- Coordinating financial (in-cash) and in-kind contribution of the partners
  - Identifying collaboration streams together with the partners.
  - Proactively planning the financial contribution from industry partners by setting up specific goals and timelines throughout the year.
  - Issuing funding request letters.
  - Assisting in registration of EUPATI in partners' databases/systems.
  - Drafting agreements.
  - Coordinating signing of agreements.
  - Monitoring and following up of grant payments.
  - Monitoring reporting of the in-kind contribution.
- Contributing to develop the EUPATI Foundation's Partnership policy.

### Operations

- Providing support to the EUPATI Foundation procedures/processes in the following areas in collaboration with the Finance Consultant, HR Consultant & Executive Director:
  - a) Finances & Budget:
    - Supporting the planning and allocation of annual budget
    - Monitoring the spending of the annual budget
    - Taking lead on tendering and procurement processes, in collaboration with relevant team members.
    - Supporting the day-to-day operations, including travel and reimbursement management and compliance.
    - Administration and coordination of forms, receipts, payments etc.
    - Travel administration, coordinating and communicating on flights & hotels etc.
  - b) Human Resources:
    - Supporting recruitment processes.
    - Supporting the team's timesheet management.
- Coordinating and/or archiving paper and electronic documentation.

### Governance

- Supporting the coordination of the EUPATI Secretariat's different workstreams, and in particular the timely and efficient completion of the work plan objectives as well as the monitoring & evaluation of the progress.
  - Supporting creation of the annual work plan.
  - Coordinating the contributions of the EUPATI Secretariat to the work plan and overall objectives.
  - Providing input to Operations & Finances section.
  - Assisting with the approval by EUPATI Board.
  - Monitoring the implementation of the workplan.
  - Coordinating the annual evaluation and reporting of the activities.

- Organising regular online and F2F meetings with the EUPATI Board of Trustees, EUPATI Board and the Sustaining Partners Assembly.
  - Assisting with drafting the agenda, meeting minutes and other meeting documentation.
  - Taking a lead on the planning for F2F meetings.
  - Organising the EUPATI Annual General Meeting with the governance bodies, partners and any other relevant stakeholders.
- Supporting the development of the EUPATI Mission & Vision, as well as the organisational structure.

#### Other

- Managing volunteers and interns when related to the role.
- Supporting the team with additional requests if needed.

## KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- A degree in business administration, communications, life sciences, social sciences or any other relevant field.
- Knowledge of governance of international organisations and/or non-profit sector.
- Strong project management, organisational and time management skills.
- Experience in budget management.
- Commitment to NGO sector values and methods.
- Excellent Word, Excel and PowerPoint skills.
- Fluent in written and oral English (Dutch is an asset).

### Desirable

- Experience in working in the international and/or European health sector.
- Knowledge of or interest in patient engagement and advocacy.
- Competent in other European language(s).

## 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.

## WHAT WE OFFER

- Competitive salary with a benefits package.
- Opportunity to contribute to a fast-paced environment, with engaging partners and team members.
- Contribute to a societal cause such as patient rights and advocacy.
- Interact with partners from all over Europe and beyond.
- Learn and develop skills based on profile and ambitions.