



The European Patients' Academy (EUPATI) is looking for **EUPATIconnect and Project Coordinator**

JOB TITLE:	EUPATI Project Coordinator
KEYWORDS:	<i>Project Coordinator, European Projects, Training and Capacity Building, Patient Education, Scientific Research, Medicines R&D, Multi-Stakeholder Collaboration</i>
REPORTS TO:	EUPATI Executive Director
LOCATION:	Remote (entirely home-based). Applicants should be residents in the Netherlands, France, Ireland, Belgium or Germany, or have a consultant/freelance status in another EU country. Limited travel within Europe may be necessary.
LANGUAGE:	English
CONTRACT:	60% of full time equivalent, temporary employment or consultancy contract
START DATE:	As soon as possible
END DATE:	31 December 2023 (extension may be possible)
DEADLINE:	Rolling recruitment process
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 info@eupati.eu , with email subject line: "EUPATI Project Coordinator". Before applying, please make sure you have the required knowledge, skills, experience and competencies for the position.

BACKGROUND

The [European Patients' Academy \(EUPATI\)](https://www.eupati.eu) is a public-private partnership and a collaborative multi-stakeholder initiative bringing together patient organisations, the pharmaceutical industry, academic and not-for-profit institutions. EUPATI was launched in 2012 as a flagship project of the Innovative Medicines Initiative (IMI), and is today established as a non-profit foundation in the Netherlands.

EUPATI is a fully remote workplace and does not have an office. However, regular in person meetings are organised for the Secretariat Team and also within the framework of Projects and training events.

EUPATI's mission is to provide accessible, innovative and inclusive education that empowers patients and patient representatives with the right knowledge, skills and competencies to effectively engage and partner with all other stakeholders.

It does this through the **EUPATI Patient Expert Training Programme** (launched in 2015) and has trained more than 250 Patient Experts (EUPATI Fellows) to date. The Programme is, since 2020, provided via an online learning platform, the [EUPATI Open Classroom](#), which has over 900 registered users.

In addition, EUPATI provides an open-access **multilingual Toolbox** that has served more than 6.5 million users in 14 languages around the world. Additionally, EUPATI coordinates a network of [24 National Platforms \(ENPs\)](#) in Europe and in Japan.

In 2022, EUPATI launched a collaborative, matchmaking platform, **EUPATIconnect** <https://connect.eupati.eu/> that connects EUPATI Patients Experts with researchers looking to involve patients in various projects (e.g. protocol review, focus groups, speaking opportunities, patient advisory boards, ethical committees, regulatory processes). By being part of the platform, EUPATI Patient Experts will be able to indicate their availability to participate in various projects, and on the other hand, researchers will be able to submit their requests to find patient partners for their projects. The EUPATI Secretariat connects both parties.

Since its inception as an IMI project, EUPATI has been involved in various initiatives and **European projects** (IMI, EIT Health, etc) to ensure that there is a continued development of training and educational materials for patients and patient representatives in medicines research and development, and other related areas <https://eupati.eu/projects/>. EUPATI's involvement in projects typically covers the following areas:

- Providing the perspectives and input of EUPATI Patient Experts (EUPATI Fellows)
- Providing tailor-made patient engagement training for the project consortium
- Engaging national level actors in patient education via EUPATI (multi-stakeholder) National Platforms
- Dissemination of project outcomes via EUPATI multi-stakeholder networks
- Developing training and/or educational material for patients and/or patient representatives

EUPATI is now looking for a part-time Project Coordinator to assist in EUPATI's involvement in a number of European projects and to manage the EUPATIconnect platform, in close collaboration with other members of the EUPATI Team.

PURPOSE OF THE ROLE

1. To manage or assist in managing EUPATI's involvement in European Projects (different multi-stakeholder consortia consisting of scientific

research institutions, patient organisations, pharmaceutical companies and other actors). *(40% of full time)*

2. To support the management of the EUPATIconnect matchmaking platform *(20% of full time)*

KEY TASKS

1. Project Management - to manage (or to assist) in EUPATI's involvement in different projects funded by e.g. European Commission and other funding schemes, including but not limited to:
 - a) Coordinating (or assisting in coordinating) EUPATI's input in the different work packages, and the contribution of EUPATI Fellows and National Platforms, Partners and external experts
 - b) Scheduling project meetings and assisting in organizing in person and online workshops and project events
 - c) Drafting and submitting project deliverables, milestones and narrative & financial reporting as required in the project grant agreement, continuous monitoring of timesheets and use of resources
 - d) Supporting the communication and dissemination of project progress and outcomes
2. EUPATIconnect – to manage, in close collaboration with other EUPATI Team Members and the EUPATIconnect technical service provider, the EUPATIconnect matchmaking platform, including but not limited to:
 - a) Monitoring project submissions on the platform and follow up with researchers using the platform
 - b) Managing the database of patient experts, and coordinate necessary updates, e.g. adding new individuals into the system
 - c) Evaluating the user experience and suggesting improvements to the platform, in discussion with the EUPATI Team and the technical service provider
 - d) Collecting 'case studies' of successful matches and the related projects, editing these and submitting to the EUPATI Editorial Board for review
 - e) Coordinating an impact assessment of EUPATIconnect
 - f) Assisting in the invoicing procedure of the service
 - g) Assisting in communications and dissemination of the platform
3. Other tasks, if relevant/necessary
 - a) Assisting in project proposal writing & proofreading, budgeting and submission
 - b) Assisting in any other related tasks

REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Essential

- A degree in educational/social sciences, medical sciences, information technology, communications or any other relevant field
- Experience in managing international projects, preferably within the health sector and education & training
- Experience in European Commission funded projects and the EU Funding and Tenders Online Portal
- Experience in managing complex projects, with several interconnected deliverables, milestones and partners/contributors
- Strong organisational and time management skills
- Strong financial management and budgeting skills
- Strong information technology skills
- Excellent Word, Excel and PowerPoint skills
- Fluent in written and oral English
- Commitment to NGO sector values and methods

Desirable

- Experience in working in the international and/or European health sector
- Knowledge of or interest in patient engagement and education
- Knowledge of or interest in online platforms similar to EUPATICConnect
- Experience in conducting surveys and impact assessments

PERSONAL QUALITIES AND ATTRIBUTES

- Proactiveness and high degree of autonomy
- Structured and organised
- Strong attention to detail
- 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