



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

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| <b>JOB TITLE:</b>   | EUPATI Project Coordinator  |
| <b>KEYWORDS:</b>    | <i>Project Coordinator, European Projects, Training and Capacity Building, Patient Education, Scientific Research, Medicines R&amp;D, Multi-Stakeholder Collaboration, Educational Content Development</i>  |
| <b>REPORTS TO:</b>  | EUPATI Executive Director   |
| <b>LOCATION:</b>    | 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. Some travel within Europe will be necessary.   |
| <b>LANGUAGE:</b>    | English   |
| <b>CONTRACT:</b>    | <b>Full time permanent employment</b>   |
| <b>START DATE:</b>  | <b>As soon as possible</b>  |
| <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 to <a href="mailto:info@eupati.eu">info@eupati.eu</a> , 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 \(EUPATI\)](#) 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 Staff 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 750 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.

EUPATI's **educational content development** builds on the strength of EUPATI as a multi-stakeholder initiative, bringing together different perspectives around medicines and health technologies R&D. In line with this approach, representatives from patient organisations, academia, industry, medtech, digital sector, regulatory affairs, HTA bodies, health care provision and any other relevant areas are included in the content development process. The approach is participatory and collaborative co-designed, with patient perspective in the focus. The guiding principles for all content development are quality, transparency, accessibility, factual accuracy, neutrality, and readability.

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

In March 2023, EUPATI launched a **[HTA4Patients](#) project** to enhance the education, training and information that EUPATI already provides on Health Technology Assessment (HTA) via its Open Classroom and Toolbox empowering patients and patient organisations to play a vital role in the implementation of the new framework. This 3-year project is a key focus of the EUPATI workplan going forward.

**EUPATI is now looking for a Project Coordinator to coordinate EUPATI's involvement in European projects (especially *HTA4Patients* project) and EUPATI's educational content development in other projects as relevant.**

## PURPOSE OF THE ROLE

1. To manage EUPATI's involvement in European projects (e.g. EU4Health funded European Project HTA4Patients) (approx. 80%)

2. To coordinate the development of educational content and materials in other projects as relevant (approx. 20%)

## KEY TASKS

1. To manage EUPATI's involvement in projects funded by e.g. European Commission (e.g. *HTA4Patients project*), including but not limited to:
  - a) Acting as the first point of contact for the project(s), enable smooth communications with the relevant EUPATI team members, the funding body and the project partners
  - b) Coordinating a wide range of stakeholders' input into the project's work packages, including patient experts, academics, industry partners, clinicians and researchers
  - c) Scheduling project meetings, coordinating and assisting in organizing in person and online workshops, project events, webinars etc.
  - d) Being the first point of contact for patients and patient representatives involved in projects, support them along the way, ensure they are in a position to contribute
  - e) Drafting and submitting project deliverables, milestones and narrative & financial reporting as required in the project grant agreement
  - f) Coordinating and supporting the communication and dissemination of project progress and outcomes
2. As necessary and relevant, to Coordinate EUPATI content development processes in different projects (e.g. within the area of cell & gene therapies)
  - a) Coordinating the development of content within set timelines and the EUPATI content development guidelines, in collaboration with other relevant EUPATI team members
  - b) Coordinating the content creation process including a wide range of different stakeholders with various backgrounds, skills and expertise (e.g. organising authoring group meetings, collecting and summarizing input and managing the documentation)
  - c) Assisting in the quality insurance process by submitting the developed content to the EUPATI Editorial Board and facilitating the communication between the Editorial Board and the authoring group

## REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- A degree in educational/social sciences, medical sciences, communications or any other relevant field
- Experience in managing international projects within the health sector and/or education & training
- Experience in working in the international and/or European health sector
- Experience and knowledge in patient engagement practices
- 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 European Commission funded projects and the EU Funding and Tenders Online Portal
- Knowledge of or interest in education and health literacy, and scientific writing

## 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
- Ability to interact with people at all levels