



## The European Patients' Academy (EUPATI) is looking for **EUPATI HTA4Patients Project Assistant**

<b>JOB TITLE:</b>	EUPATI HTA4Patients Project Assistant
<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, 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>	Part-time employment (20 – 40 % TBC)
<b>START DATE:</b>	As soon as possible (in January 2024 at the latest)
<b>DEADLINE:</b>	Rolling recruitment process
<b>INTERVIEW:</b>	Potential candidates will be invited to an online interview after submitting their application. Please note that only shortlisted candidates will be contacted.
<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 HTA4Patients Project Assistant". Before applying, please make sure you have the required knowledge, skills, experience and competencies for the position. Please note that only applications received via e-mail will be considered.

### 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 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 330 Patient Experts (EUPATI Fellows) to date. The Programme is, since 2020, provided via an online learning platform, the [EUPATI Open Classroom](#), which has over 1000 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 organizations to play a vital role in the implementation of the new framework.

**EUPATI is now looking for a Project Assistant to assist the EUPATI Secretariat in the implementation of the HTA4Patients Project and other activities within the EUPATI training portfolio.**

## PURPOSE OF THE ROLE/KEY TASKS

1. To assist the Project Coordinator and the EUPATI Team in the implementation of the HTA4Patients Project, focusing on the delivery of the e-learning course, training sessions, and translations (content creation coordination).
2. To support EUPATI staff with any relevant tasks related to the EUPATI Training Portfolio as agreed.

## REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- A degree in educational/social sciences, medical sciences, communications or any other relevant field
- Experience in assisting international projects within the health sector and/or education & training
- Experience in working in the international and/or European health sector
- Strong organisational and time management skills
- Strong information technology skills
- Excellent Word, Excel and PowerPoint skills
- Fluent in written and oral English
- Fluent in one/ more of the of the following languages: French, German, Spanish, Czech and/or Greek
- Commitment to NGO sector values and methods

### Desirable

- 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