



The European Patients' Academy (EUPATI) is looking for a

## Temporary Networks & Communications Coordinator

<b>JOB TITLE:</b>	EUPATI Networks & Communications Coordinator
<b>REPORTS TO:</b>	EUPATI Executive Director
<b>LOCATION:</b>	Remote (entirely home-based). Applicants should be residents in the Netherlands, Ireland or Belgium, or have a consultant/freelance status in another EU country.
<b>TYPE OF CONTRACT:</b>	Short-term/temporary, Full-time consultancy or employment contract, 10-11 months
<b>START DATE:</b>	1 April 2024 (can be discussed)
<b>END DATE:</b>	mid-/end February 2025 (to be confirmed)
<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 Networks & Communications Coordinator". Please note that only complete applications submitted via this email address will be considered.

### 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.

It is a successful programme that provides education and training to increase the capacity and capability of patients and patient representatives to understand and meaningfully contribute to medicines research and development (R&D), and to improve the availability of medical information for patients and other stakeholders.

It does so by conducting its established Patient Expert Training Programme which has trained more than 330 Patient Experts (EUPATI Fellows), and with 200 more currently enrolled via the [EUPATI Open Classroom](#). In addition, EUPATI provides an open-access multilingual [Toolbox](#) that has served more than 7 million users in 14 languages around the world. Additionally, EUPATI coordinates a network of [24 National Platforms](#) (ENPs) for patient advocates in Europe and in Japan.

## PURPOSE OF THE ROLE

1. To coordinate the external communications of EUPATI.
2. To coordinate the EUPATI National Platform (ENP) Network.

## KEY TASKS

### Communications

- To coordinate implementation and continuous monitoring/evaluation of the EUPATI communication plan.
- Manage and implement EUPATI's social media strategy.
- Develop and maintain EUPATI's branding and ensure consistent implementation.
  
- Develop communication tools aimed at various stakeholders and target audiences in close collaboration with other team members, including:
  - Bi-monthly newsletter
  - Dedicated newsletters to promote patient engagement training
  - Work plans, annual report
  - Leaflets/brochures/infographics
  - Standard slide sets
  - Press releases.
- Update the EUPATI website and ensure mailing lists are comprehensive and relevant.
- Lead annual communication campaigns with effective and creative communications tools and actions.
- Organise and plan EUPATI events such as F2F EUPATI Annual General Meeting in September 2024. Coordinate EUPATI's presence at events and manage branding materials.
- Work closely with EU project coordinators on particular projects and their communication requirements.
- Support as needed the EUPATI team in the rapid dissemination of information within the EUPATI Networks.
- Support the EUPATI Executive Director in liaising proactively with the media (when needed).
- Manage EUPATI's information resources – library and documentation of publications and research.
- Represent EUPATI externally as needed.

### ENP Network

- Coordinate the implementation and monitoring & evaluation of the ENP Network Strategy.
- Support the ENP Network and the ENP Sustaining Partner Cluster representatives in their governance related work, communications, organisation of meetings etc.
- Create and expand communication/ material template toolkit.

- Manage and update the ENP SharePoint ensuring platform is utilised and up to date.
- Facilitate the communications between the individual ENPs, within the larger ENP Network and the EUPATI Governance & Secretariat.
- Support and monitor the implementation of activities by individual EUPATI National Platforms.
- Coordinate and facilitate online training sessions or information exchanges for ENP representatives.
- Respond to queries from ENPs and requests for information and resources.
- Respond to new initiatives expressing interest in EUPATI and guiding them through the ENP start-up process (mentoring, terms of reference, best practices).
- Establish and maintain documentation (meeting minutes, reports etc) and basic statistics.
- Identify opportunities for ENPs to participate in projects and initiatives led by EUPATI.

#### Other

- Complete other relevant tasks as requested by the EUPATI Executive Director.

### 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.
- Experience in event management and face-to-face meetings
- 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.